

Communication Notifications

EMAIL	DESCRIPTION	USER TO MAKE CHANGE	EVENT TRIGGERED
Application Confirmation Email	<p>Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,</p> <p>Congratulations! You have successfully applied to the following position: JOB.TITLE – (JOB.REQUISITION.ID).</p> <p>Sincerely, Division of Career Opportunities Personnel Cabinet Commonwealth of Kentucky</p>	Applicant	Automated email, when an applicant applies to a job vacancy.
Voluntary Withdrawal Verification	<p>Regarding: JOB.TITLE – (JOB.REQUISITION.ID)</p> <p>Dear RECIPIENT.FIRST.NAME.LAST NAME,</p> <p>Our system shows that you have withdrawn your application from the position listed above. We encourage you to continue to visit our website and review future opportunities you may want to consider in the future with state government.</p> <p>Sincerely, Division of Career Opportunities Personnel Cabinet Commonwealth of Kentucky</p>	Applicant	Auto email- if an applicant decides to withdrawal his/her application.
Agency Consideration/Regret Email	<p>Regarding: JOB.TITLE - (JOB.REQUISITION.ID)</p> <p>Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST</p> <p>The JOB.OU.DIVISION.TITLE appreciates your interest and desire to work for our organization. Regretfully, you were not selected to move forward in the selection process. We wish you the best in your endeavor to find a fulfilling position that best utilizes your experience and abilities.</p>	Hiring Agency	Automated email when hiring agency sets disposition to Agency_Considered/Regret

	<p>Sincerely, JOB.OU.DIVISION.TITLE Commonwealth of Kentucky</p>		
Agency In Process email	<p>Regarding: JOB.TITLE – (JOB.REQUISITION.ID)</p> <p>Dear RECIPIENT.FIRST.NAME.LAST NAME,</p> <p>The JOB.OU.DIVISION.TITLE would like to thank you for your interest in our job vacancy. You are receiving this message because we have reviewed your application and may consider you for an interview once all other application reviews have been conducted. Again, thank you for applying.</p> <p>Sincerely, JOB.OU.DIVISION.TITLE Commonwealth of Kentucky</p>	Hiring Agency	Automatic email triggered when agency sets applicant to an “In Process” HR status.
Agency No Hire Email	<p>Regarding: JOB.TITLE</p> <p>Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,</p> <p>The JOB.OU.DIVISION.TITLE appreciates your interest and desire to work for our cabinet. However, the agency has determined that the position of [JOB.TITLE] will not be filled at this time. We wish you the best in your endeavor to find a fulfilling position that best utilizes your experience and abilities.</p> <p>Sincerely, JOB.REQUISITION.PRIMARY.OWNER.NAME.FULL JOB.OU.DIVISION.TITLE Commonwealth of Kentucky</p>	Hiring Agency	Automated email when agency sets HR status to Agency_No Hire.
DCO Ineligible Email	<p>Regarding: JOB.TITLE – (JOB.REQUISITION.ID)</p> <p>Dear RECIPIENT.FIRST.NAME.LAST NAME,</p> <p>You recently applied to the above-listed job vacancy. A review of your file indicates that you have a disqualifying event that eliminates you from consideration for this vacancy. Therefore, your name will not be certified to the requesting agency.</p> <p>Disqualifying events may include, but are not limited to, previous dismissal from the requesting agency, or information related to your relative fitness for this position. Please see KRS 18A.032 and KRS 18A.111(1) for additional information regarding this decision. If you feel this action is in error, you may contact us at (502) 564-8030.</p>	Personnel Cabinet	<p>Automated Email when DCO sets applicant to a DCO_Ineligible HR status due to a disqualifying event.</p> <p>This status will be set by DCO within 24 hours (not to include weekends) after the Advertising Closing Date of a job vacancy.</p>

	<p>CUSTOM.EMAIL.MESSAGE Division of Career Opportunities Personnel Cabinet Commonwealth of Kentucky</p>		
DCO Rejected for Title Email	<p>Regarding: JOB.TITLE – (JOB.REQUISITION.ID)</p> <p>Dear RECIPIENT.FIRST.NAME.LAST NAME,</p> <p>Thank you for recently submitting your application for the above-listed job title. Unfortunately, we cannot approve you for this title because you do not meet the minimum requirements as stated in this title's job class specification.</p> <p>Specifically, your most recent application did not indicate that you have CUSTOM.EMAIL.MESSAGE.</p> <p>If you feel this determination was made in error, you may request reconsideration within ten (10) calendar days from the date of this notification by selecting the link below.</p> <p>Request Link - Once the form opens, select “Reconsideration Request” from the drop-down menu and complete all questions as prompted, before submitting.</p> <p>Division of Career Opportunities Personnel Cabinet Commonwealth of Kentucky</p>	Personnel Cabinet	<p>Customized email sent by DCO when setting HR status to DCO_QA Rejected.</p> <p>This email is sent to the applicant, if he/she does not meet minimum qualifications.</p>
Failed Pre-screening email – (Agencies should never select this disposition)	<p>Regarding: JOB.TITLE – (JOB.REQUISITION.ID)</p> <p>Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,</p> <p>Thank you for recently submitting your application for the above-listed job title. Unfortunately, we cannot approve you for this title because you do not meet the minimum requirements as stated in this title's job class specification.</p> <p>This determination was made based on your “no” response to a minimum qualifications question presented during the application process.</p> <p>If you feel this action is in error, you may contact us at (502) 564-8030.</p> <p>Sincerely,</p> <p>Division of Career Opportunities Personnel Cabinet Commonwealth of Kentucky</p>	Personnel Cabinet	<p>System generated automatic email – applicant will receive this email if he/she answers ‘no’ to a pre-screening question when applying to a job vacancy.</p>