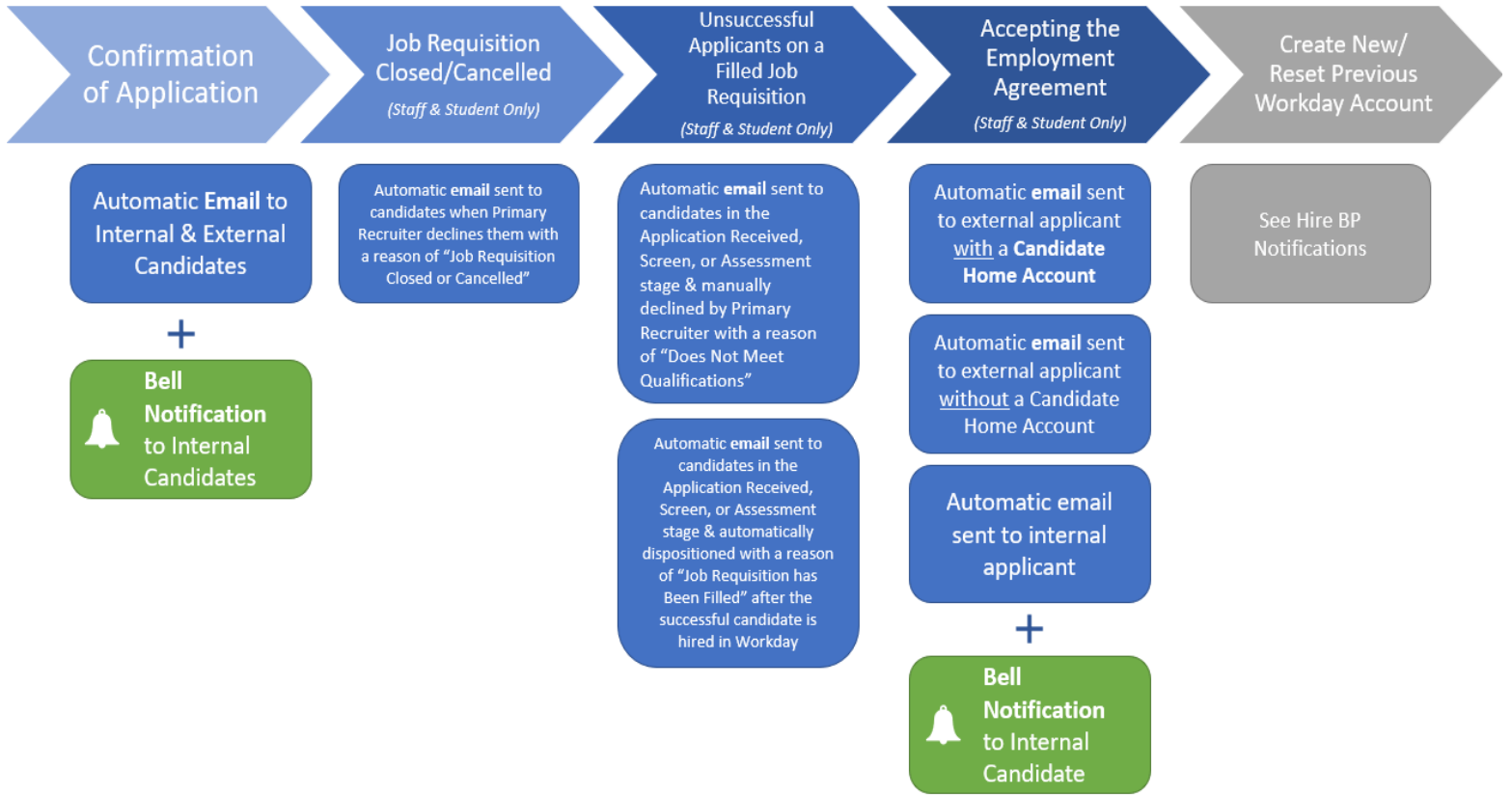


Recruitment Hire Notifications and Tasks



Confirmation of Application

1. Automatic email sent to internal and external applicants

Workflow Notification: Entry of a - Job Application notifies Candidate as Self

Subject: Thank you for your application!

Notification Message:

Dear "First Name",

Thank you for submitting your application for the position of "Open Position Title" at the University of British Columbia!

Your application has been received and will be reviewed by the selection committee. Should you be selected to move forward in the recruitment process, a member of the selection committee will be in contact with you.

We appreciate your interest in UBC and wish you the best of luck in your search.

Sincerely,
UBC Recruiting Team

2. Automatic notification sent to internal candidates (bell notification)

Workflow Notification: Entry of a - Job Application notifies Candidate as Self

Subject: Job Application: NAME (Internal) - JRXXXX Job Posting Title on DATE

Notification Message:

Dear "First Name", Thank you for submitting your application for the position of "Open Position Title" at the University of British Columbia!

Your application has been received and will be reviewed by the selection committee.

Should you be selected to move forward in the recruitment process, a member of the selection committee will be in contact with you.

We appreciate your interest in UBC and wish you the best of luck in your search.

Sincerely, UBC Recruiting Team

Details "Link to Job Application Event"

DECLINED APPLICANTS

Applicants Manually Declined with the Reason of “Job Requisition Closed or Cancelled”

1. Does not apply to Faculty Job Requisitions
2. Automatic email sent to candidates when a job requisition will no longer be recruited for. The Primary Recruiter must manually decline candidates with a reason of “Job Requisition Closed or Cancelled” for the email to be sent.

Workflow Notification: Denied notifies Candidate as Self

Subject: Recruitment for Position: "Open Position Title" has been Cancelled.

Notification Message:

Dear "First Name",

Thank you for your interest in the above position at the University of British Columbia.

We regret to inform you that after careful consideration and deliberation, the department has decided to cancel the competition and will no longer be recruiting for this position at this time.

We appreciate you taking the time to forward your application and hope that you continue to check our website and apply for future positions.

Sincerely,

UBC Recruiting Team

UNSUCCESSFUL APPLICANTS

Unsuccessful Applicants Automatically Emailed Once a Job Requisition is Filled

1. Does not apply to Faculty Job Requisitions
2. Automatic email sent to candidates in the Application Received, Screen, or Assessment stage and are declined by the Primary Recruiter with a reason of “Does Not Meet Qualifications”
3. Automatic email sent to candidates in the Application Received, Screen, or Assessment stage and are automatically dispositioned with a reason of “Job Requisition has Been Filled” after the successful candidate is hired in Workday

Workflow Notification: Denied notifies Candidate as Self

Subject: Your application to the Position: "Open Position Title"

Notification Message:

Dear "First Name",

We regret to inform you that after careful consideration and deliberation, the selection committee has chosen another applicant whose qualifications, skills, ability and relevant experience more closely match the needs of this position.

We appreciate you taking the time to forward your application and hope that you continue to check our website and apply for future positions.

Sincerely,

UBC Recruiting Team

Accepting the Employment Agreement

1. Automatic email sent to external applicant with a Candidate Home Account

Workflow Notification: Entry of Review Documents step (i1c) notifies Candidate as Self

Subject: Offer Letter Available for Review

Notification Message:

Dear "First Name"

We are pleased to send you this Offer of employment.

The offer is available in your Candidate Home. Click the following link to review and accept "External Site Homepage Link" . If you have any questions, please do not hesitate to contact us.

UBC Human Resources

2. Automatic email sent to external applicant without a Candidate Home Account

Workflow Notification: Entry of Review Documents step (i1c) notifies Candidate as Self

Subject: Offer Letter Available for Review

Notification Message:

Dear "Candidate Global Name"

We are pleased to send you this Offer of employment.

The offer is available in your Candidate Home but it looks like you have not yet created your Candidate Home account. Using the following link , select "Create new account" "Create Candidate Home Account URL" . IMPORTANT - Make sure that your username matches the email address used to send you this message.

Once your account is created. Go to your profile (right-hand corner of the screen) and look for tasks that require your attention.

If you have any questions, please do not hesitate to contact us.

UBC Human Resources

3. Automatic email sent to internal applicant

Workflow Notification: Entry of Review Documents step (i1c) notifies Candidate as Self

Subject: Employment Agreement Available for Review.

Notification Message:

Dear "First Name"

Your Employment Agreement is now available in your Workday inbox.

Please do not hesitate to contact us if you have any questions.

UBC Human Resources

4. Automatic notification sent to internal applicant (bell notification)

Workflow Notification: Entry of Review Documents step (i1c) notifies Candidate as Self

Subject: Employment Agreement for Job Application: NAME (Internal) - JRXXXX Job Posting Title

Notification Message:

Dear "First Name"

Your Employment Agreement is now available in your Workday inbox.

Please do not hesitate to contact us if you have any questions.

UBC Human Resources

Details “Link to Job Application Event”

Notifications and tasks continue as per the Hire Business Process.