



# Communication Notifications



| EMAIL                             | DESCRIPTION   | USER TO MAKE CHANGE | EVENT TRIGGERED   |
|-----------------------------------|---|---------------------|---|
| Application Confirmation Email    | <p>Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,<br/>           Congratulations! You have successfully applied to the following position: JOB.TITLE – (JOB.REQUISITION.ID).</p> <p>Sincerely,<br/>           Division of Career Opportunities<br/>           Personnel Cabinet<br/>           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Our system shows that you have withdrawn your application from the position listed above.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,<br/>           Division of Career Opportunities<br/>           Personnel Cabinet<br/>           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> <p>Sincerely,<br/>           JOB.OU.DIVISION.TITLE<br/>           Commonwealth of Kentucky</p> | Hiring Agency       | Automated email when hiring agency sets disposition to Agency_Considered/Regret |

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| 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,</p> <p>JOB.OU.DIVISION.TITLE<br/>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,</p> <p>JOB.REQUISITION.PRIMARY.OWNER.NAME.FULL<br/>JOB.OU.DIVISION.TITLE<br/>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>  | Personnel Cabinet | Automated Email when DCO sets applicant to a DCO_Ineligible HR status              |

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|  | <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 <a href="#">KRS 18A.032</a> and <a href="#">KRS 18A.111(1)</a> for additional information regarding this decision.</p> <p>If you feel this action is in error, you may contact us at (502) 564-8030 <b>within two (2) days</b> with a brief description of why you feel this action is incorrect. We will review the information you provide to determine whether a reversal of your rejection is, appropriate. If additional detailed information is required, we will contact you.</p> <p>You may appeal this action to the Kentucky Personnel Board within thirty (30) days from the date this e-mail is sent. Appeal forms may be viewed and completed by clicking <a href="#">here</a>. If you are unable to access this link, you may contact us at (502) 564-8030 to request a hard copy.</p> <p>CUSTOM.EMAIL.MESSAGE<br/>Division of Career Opportunities<br/>Personnel Cabinet<br/>Commonwealth of Kentucky</p> |                   | <p>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>  |
| 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. Therefore, your application has been rejected for JOB.TITLE.</p> <p>If you feel this action is in error, you may send an email to the analyst identified above and provide additional information.</p> <p>If we still cannot approve you for this position, you may appeal this action to the Kentucky Personnel Board within thirty (30) days from the date this e-mail is sent.</p> <p>Appeal forms may be viewed and completed by clicking <a href="#">here</a>. If you are unable to access this link, you may contact us at (502) 564-8030 to request a hard copy.</p> <p>Division of Career Opportunities<br/>Personnel Cabinet<br/>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>  | Personnel Cabinet | <p>System generated automatic email – applicant will receive this email if he/she answers 'no' to a pre-screening</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.

This determination was made based on your "no" response to a minimum qualifications question presented during the application process.

If you feel this action is in error, you may contact us at (502) 564-8030 within two (2) days. If additional detailed information is required, we will contact you.

If we still cannot approve you for this position, you may appeal this action to the Kentucky Personnel Board within thirty (30) days from the date this e-mail is sent.

Appeal forms may be viewed and completed by clicking [here](#). If you are unable to access this link, you may contact us at (502) 564-8030 to request a hard copy.

Sincerely,

Division of Career Opportunities  
Personnel Cabinet  
Commonwealth of Kentucky

question when applying to a job vacancy.