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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Our system shows that you have withdrawn your application from the position listed above.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 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 has completed its initial review of the candidates for this position and narrowed the selection for further consideration. 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,            JOB.OU.DIVISION.TITLE            Commonwealth of Kentucky</p>	Hiring Agency	Automated email when hiring agency sets disposition to Agency_Considered.

<p>Agency In Process email</p>	<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 Commonwealth of Kentucky</p>	<p>Hiring Agency</p>	<p>Automatic email triggered when agency sets applicant to an “In Process” HR status.</p>
<p>Agency No Hire Email</p>	<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 JOB.OU.DIVISION.TITLE Commonwealth of Kentucky</p>	<p>Hiring Agency</p>	<p>Automated email when agency sets HR status to Agency_No Hire.</p>
<p>Agency Regret Email</p>	<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, another candidate has been chosen to fill the position of [JOB.TITLE]. 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 JOB.OU.DIVISION.TITLE Commonwealth of Kentucky</p>	<p>Hiring Agency</p>	<p>Automated Email when Hiring Agency sets disposition to Agency Regret.</p>

<p>DCO Ineligible Email</p>	<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 <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. 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  Division of Career Opportunities  Personnel Cabinet  Commonwealth of Kentucky</p>	<p>Personnel Cabinet</p>	<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>Approved Email after MQR</p>	<p>Regarding: JOB.TITLE – (JOB.REQUISITION.ID)</p> <p>Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,</p> <p>As explained during your interview for the above-listed position, candidates who proceed further in the hiring process are subject to a background check. In order to complete a background check, it is necessary for you to submit your Social Security number. You may provide this information by logging into your MY.PROFILE.LINK account and uploading the information to our secure website.</p> <p>Information security is important to us. We have established safeguards to protect the information we collect from you. These safeguards are regularly reviewed to protect against unauthorized access, disclosure, and improper use of your information.</p> <p>Sincerely,  Division of Career Opportunities  Personnel Cabinet  Commonwealth of Kentucky</p>	<p>Personnel Cabinet</p>	<p>Automated email sent to applicants when DCO updates HR status to DCO_QA Approved.</p> <p>This will start the background check process.</p>

<p>DCO Rejected for Title Email</p>	<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 Personnel Cabinet Commonwealth of Kentucky</p>	<p>Personnel Cabinet</p>	<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>
<p>Failed Pre-screening email</p>	<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 within two (2) days. If additional detailed information is required, we will contact you.</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>Sincerely,</p> <p>Division of Career Opportunities Personnel Cabinet Commonwealth of Kentucky</p>	<p>Personnel Cabinet</p>	<p>Automatic email – applicant will receive this email if he/she answers ‘no’ to a pre-screening question when applying to a job vacancy.</p>