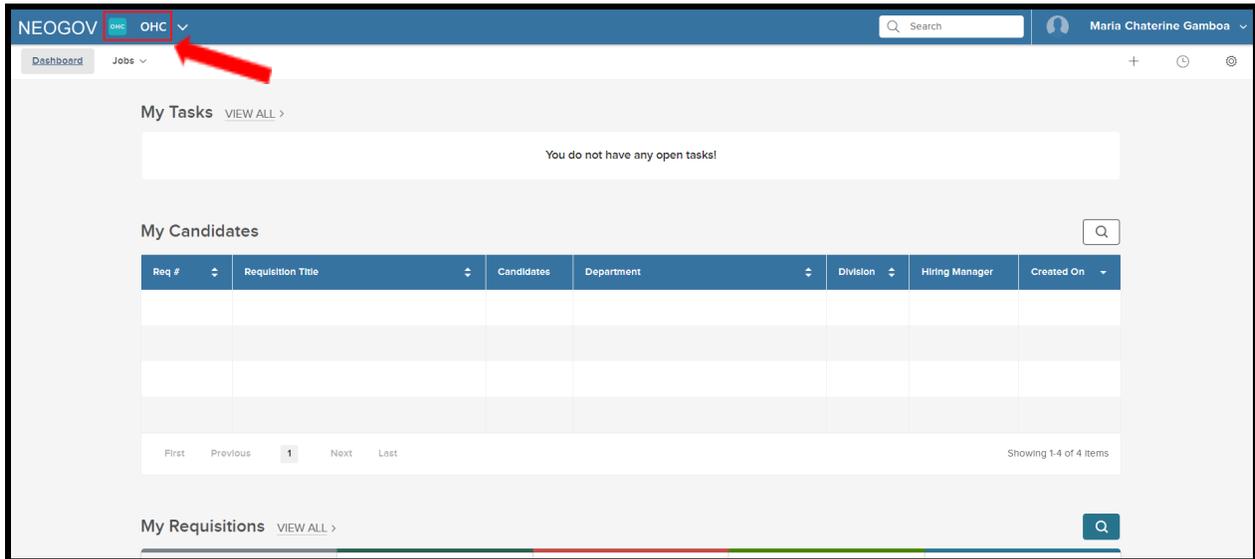
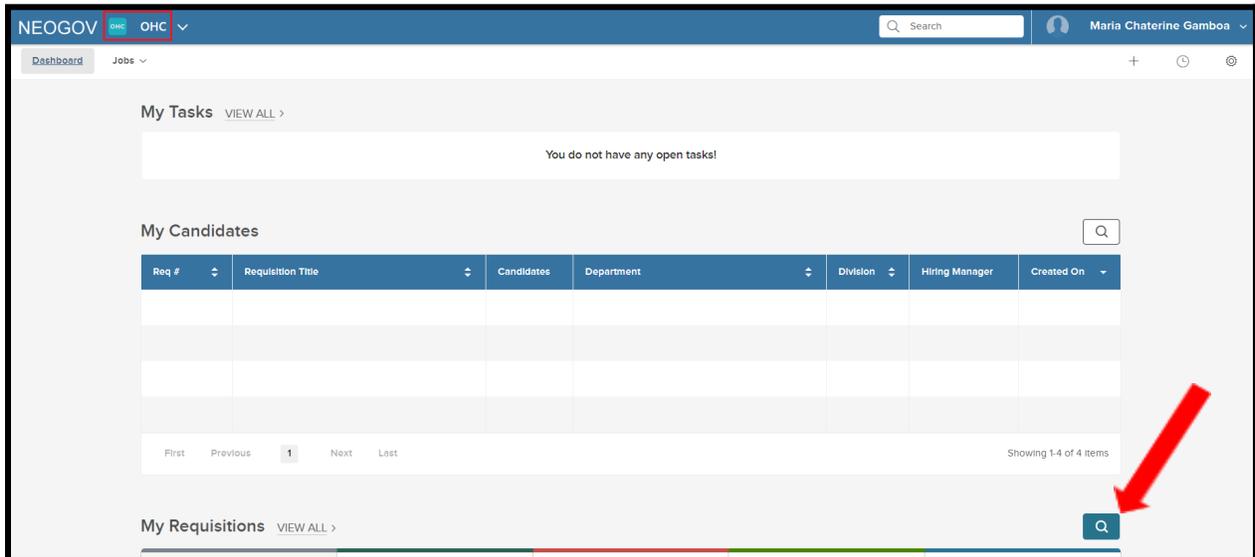


Guide: Sending Email Notifications to Applicants via NeoGov

Step 1: Login to your NeoGov Account (www.login.neogov.com) and select **OHC** on the top left hand corner.

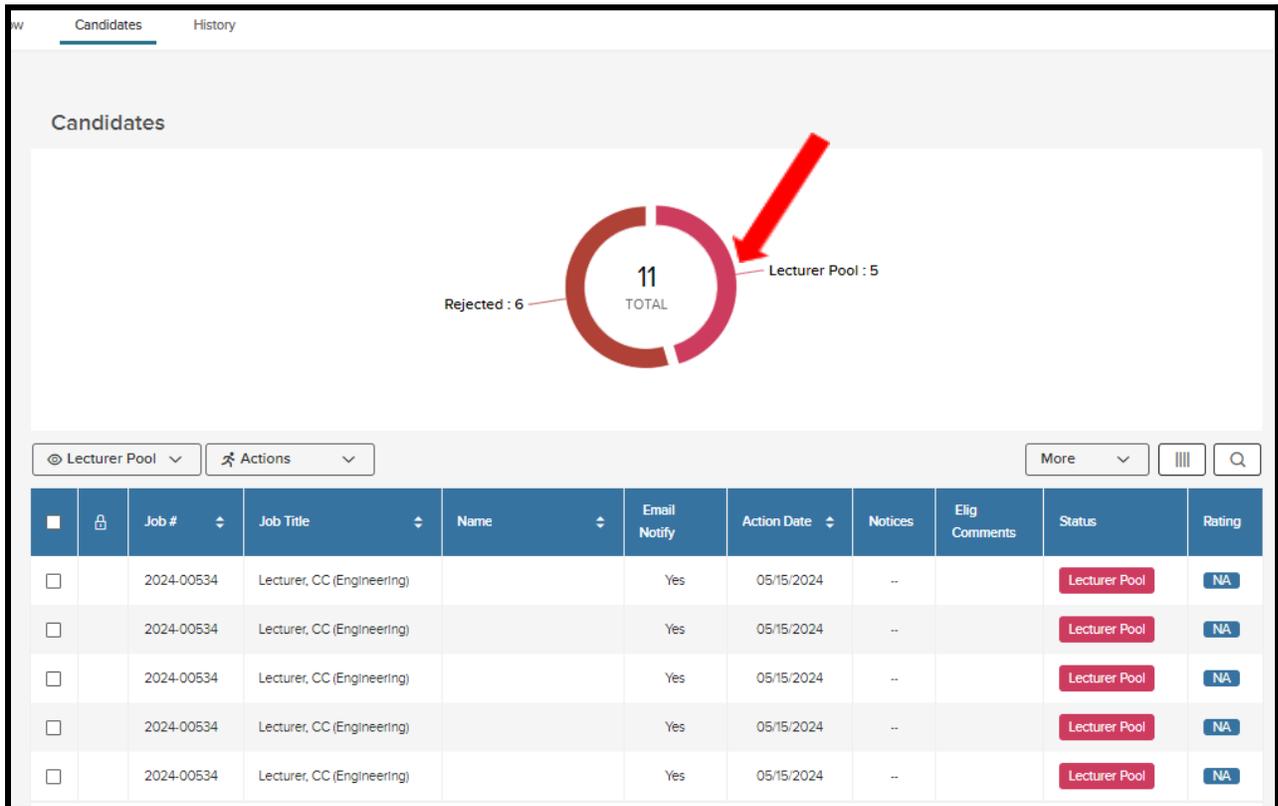


Step 2: Click the magnifying glass on “My Requisitions” and type the requisition number (e.g. 2024-00534 for Lecturer, CC Engineering position).



Email Notifications to Applicants who are added to the Lecturer Pool

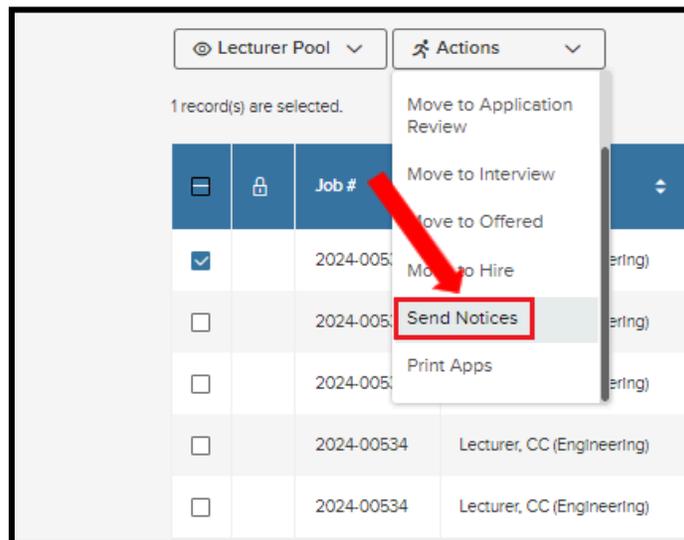
Step 3.a: Click the color that is labeled “Lecturer Pool” to view the list of applicants who have been moved to the “Lecturer Pool”.



The screenshot shows the 'Candidates' page with a donut chart and a table. The donut chart displays '11 TOTAL' with segments for 'Rejected : 6' and 'Lecturer Pool : 5'. A red arrow points to the 'Lecturer Pool : 5' segment. Below the chart is a table with columns: Job #, Job Title, Name, Email Notify, Action Date, Notices, Elig Comments, Status, and Rating. The 'Status' column contains 'Lecturer Pool' labels, and the 'Rating' column contains 'NA'.

Job #	Job Title	Name	Email Notify	Action Date	Notices	Elig Comments	Status	Rating
2024-00534	Lecturer, CC (Engineering)		Yes	05/15/2024	--		Lecturer Pool	NA
2024-00534	Lecturer, CC (Engineering)		Yes	05/15/2024	--		Lecturer Pool	NA
2024-00534	Lecturer, CC (Engineering)		Yes	05/15/2024	--		Lecturer Pool	NA
2024-00534	Lecturer, CC (Engineering)		Yes	05/15/2024	--		Lecturer Pool	NA
2024-00534	Lecturer, CC (Engineering)		Yes	05/15/2024	--		Lecturer Pool	NA

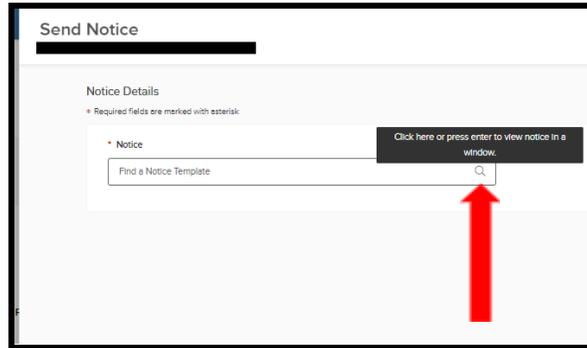
Step 3.b: Check the box next to the candidate's name and click on “Send Notices”.



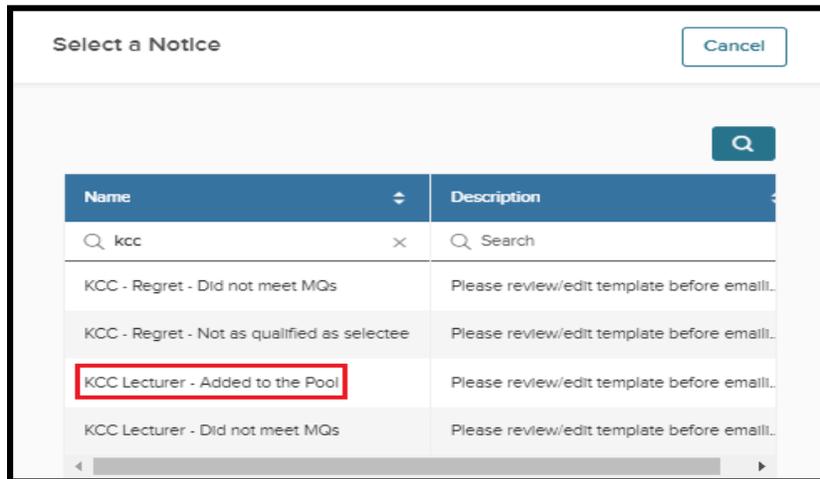
The screenshot shows the 'Actions' menu for a selected candidate. The menu options are: Move to Application Review, Move to Interview, Move to Offered, Move to Hire, Send Notices (highlighted with a red box and a red arrow), and Print Apps. The table below shows the candidate's details.

Job #	Job Title
2024-00534	Lecturer, CC (Engineering)
2024-00534	Lecturer, CC (Engineering)
2024-00534	Lecturer, CC (Engineering)

Step 3.c: Click the magnifying glass to view the email templates.



Step 3.d: Type "KCC" on the "Name" field and choose "KCC Lecturer - Added to the Pool".



Step 3.e: On the “Template” page, click “Override” to edit the following information: applicant’s first name, expiration date of the applicant’s eligibility to be in lecturer pool, as well as the Administrator’s name and position title.

Send Notice Cancel **Send**

Notice Details
* Required fields are marked with asterisk

• Notice

KCC Lecturer - Added to the Pool

Notice Preview **Override**

Template Sample Candidate

<Req_DepartmentLogo>

<Today>

Dear **Applicant**,

Thank you for your interest in the <Position_Title> position at Kapl'olani Community College.

We are pleased to inform you that your application has been placed into our lecturer pool and will remain in the pool until **mm/dd/yyyy**.

Again, thank you for your interest.

Sincerely,

(Administrator/Unit Head Name)

(Administrator/Unit Head Title)

Step 3.f: On the “Override Notice Template” page, enter or type the following information: applicant’s first name, expiration date of the applicant’s eligibility to be in lecturer pool, as well as the Administrator’s name and position title. On this page, spaces can be edited as well. Once done, click “Save”.

Step 3.g: Click “Sample Candidate” to preview the finalized email notification to the applicant. After proofreading, click “Send”.

The screenshot displays the 'Send Notice' interface. At the top right, there are 'Cancel' and 'Send' buttons, with the 'Send' button highlighted by a red box. Below the title bar, the 'Notice Details' section includes a search bar containing 'KCC Lecturer - Added to the Pool'. The 'Notice Preview' section features an 'Override' button and two template selection buttons: 'Template' and 'Sample Candidate', with the latter highlighted by a red box. The preview content includes the Kapi'olani Community College logo, the date '5/24/2024', and a personalized message to 'Justin' regarding his application for a Lecturer, CC (Engineering) position. The message states that his application has been placed into the lecturer pool and will remain there until 03/06/2027. The message is signed by Veronica Ogata, Dean of Arts & Sciences. At the bottom, there is a link to 'Unsubscribe from Emails'.

Email Notifications to Applicants who have been Rejected

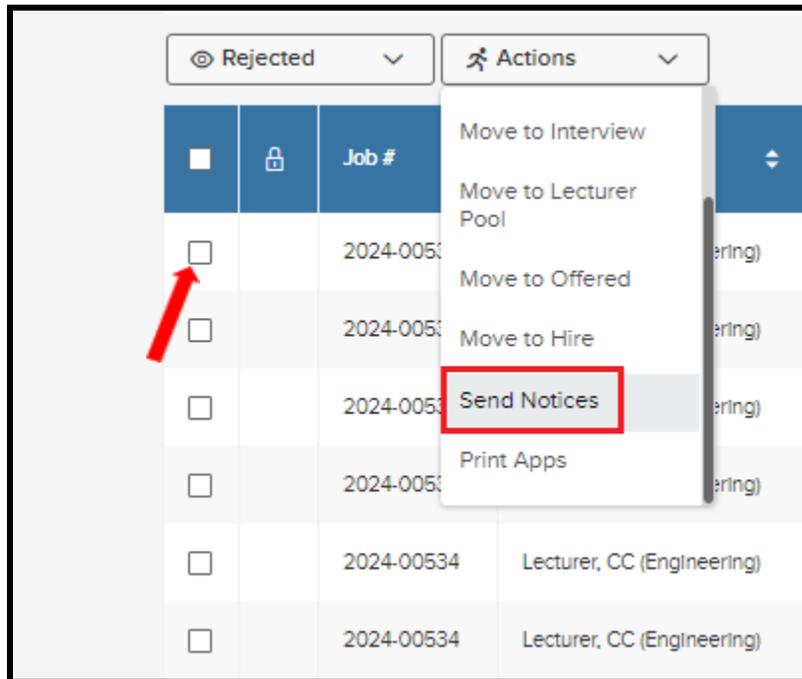
Note: Notification emails do not need to be sent to applicants who withdrew their application or declined an interview.

Step 4.a: Click the color that is labeled “Rejected” to view the list of applicants.

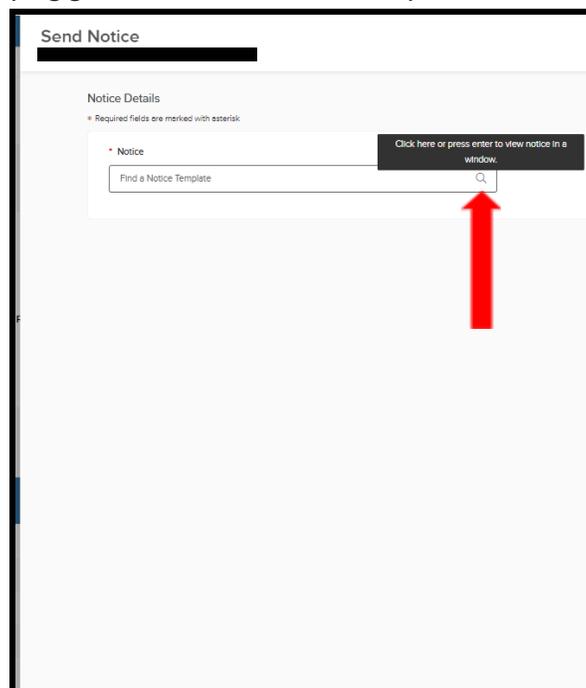
The screenshot displays a 'Candidates' page with a donut chart and a table of candidate data. The donut chart shows 11 total candidates, with 6 rejected and 5 in the lecturer pool. A red arrow points to the 'Rejected' segment of the chart. Below the chart is a table with 6 rows of candidate data, all with a 'Rejected' status.

	Job #	Job Title	Name	Email Notify	Action Date	Notices	Elig Comments	Status	Offer
<input type="checkbox"/>	2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024	--		Rejected Other	Regular
<input type="checkbox"/>	2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024	--		Rejected Other	Regular
<input type="checkbox"/>	2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024	--		Rejected Other	Regular
<input type="checkbox"/>	2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024	--		Rejected Other	Regular
<input type="checkbox"/>	2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024	--		Rejected Other	Regular
<input type="checkbox"/>	2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024	--		Rejected Other	Regular

Step 4.b: Check the box next to the candidate's name and click on “Send Notices”



Step 4.c: Click the magnifying glass to view the email templates.



Step 4.d: Type “KCC” on the “Name” field and choose “KCC Lecturer - Did not meet MQs”.

The screenshot shows a table with three columns: 'INACTIVATION REASON', 'TEMPLATE *', and 'ACTIONS'. The 'INACTIVATION REASON' column contains 'Other' and '1 Applicants'. The 'TEMPLATE *' column has a dropdown menu with 'Notice' selected. A search box within the dropdown contains 'KCC'. The dropdown list shows several options, with 'KCC Lecturer - Did not meet MQs' highlighted in red. The 'ACTIONS' column contains 'Override' and 'Preview' buttons.

Step 4.e: Click “Override”.

This screenshot is similar to the previous one, but the dropdown menu now shows 'KCC Lecturer - Did not meet MQs' as the selected option. The 'Override' button in the 'ACTIONS' column is highlighted with a red box.

Step 4.f: On the “Override Notice Template” page, edit the following information: applicant’s first name as well as the Administrator’s name and position title. On this page, spaces can be edited as well. Once done, click “Save”.

The screenshot shows the 'Override Notice Template' editor. On the left, there is a 'Search merge fields' box and a list of merge fields including 'Applicant', 'User', 'Agency', 'Position', 'Requisition', 'Referral', 'Referred List - Interview', 'Referred List - Exam', 'Referred List - Offered', and 'Referred List - Hired'. The main editor area contains a rich text editor with the following text: 'Dear Applicant', 'Thank you for your interest in the <Position_Title> position at Kapi'olani Community College.', 'This message is to inform you that your application is not being placed in our lecturer pool, as you do not meet the minimum qualifications for the position.', 'I hope that you continue to pursue other opportunities at the University of Hawai'i system, which will further your career goals.', 'Again, thank you for your interest and good luck in your future endeavors.', 'Sincerely, (Administrator/Unit Head Name) (Administrator/Unit Head Title)'. The 'Save' button in the top right corner is highlighted with a red box.

Override Notice Template Cancel **Save**

Search merge fields

Double click, press Enter while focused, or drag and drop a merge field to add it to the template

- Applicant
- User
- Agency
- Position
- Requisition
- Referral
- Referred List - Interview
- Referred List - Exam
- Referred List - Offered
- Referred List - Hired
- Referred List - Rejected

B *i* U [G](#)

Press Alt + F10 to move to the toolbar

Dear **Michelin**

Thank you for your interest in the <Position_Title> position at Kapi'olani Community College.

This message is to inform you that your application is not being placed in our lecturer pool, as you do not meet the minimum qualifications for the position.

I hope that you continue to pursue other opportunities at the University of Hawai'i system, which will further your career goals.

Again, thank you for your interest and good luck in your future endeavors.

Sincerely,
Veronica Ogata
 Dean of Arts & Sciences

Characters : 545

Step 4.g: Click "Preview".

INACTIVATION REASON	TEMPLATE *	ACTIONS
Other 1 Applicants	• Notice <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> KCC Lecturer - Did not meet MOs <input type="button" value="x"/> </div>	<input type="button" value="Override"/> <input style="border: 2px solid red;" type="button" value="Preview"/>

Step 4.h: Click “Sample Candidate” to preview the finalized email notification to the applicant. After proofreading, click “Send”.

Send Notice Cancel **Send**

* Required fields are marked with asterisk

INACTIVATION REASON	TEMPLATE *	ACTIONS
Other 1 Applicants	* Notice KCC Lecturer - Did not meet MQs	Override Close

[Template](#) **[Sample Candidate](#)**



5/24/2024

Dear Michelin,

Thank you for your interest in the Lecturer, CC (Engineering) position at Kapi'olani Community College.

This message is to inform you that your application is not being placed in our lecturer pool, as you do not meet the minimum qualifications for the position.

I hope that you continue to pursue other opportunities at the University of Hawai'i system, which will further your career goals.

Again, thank you for your interest and good luck in your future endeavors.

Sincerely,
Veronica Ogata
Dean of Arts & Sciences