Guide: Sending Email Notifications to Applicants via NeoGov

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<u>Step 1:</u> Login to your NeoGov Account (<u>www.login.neogov.com</u>) 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).

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Email Notifications to Applicants who are added to the Lecturer Pool

<u>Step 3.a:</u> Click the color that is labeled "Lecturer Pool" to view the list of applicants who have been moved to the "Lecturer Pool".

w Candida	tes History								
Candid	ates								
			Rejected : 6	11 Total	Lecturer Poo	əl : 5			
© Lecturer	Pool v 🏼 🛪	Actions 🗸						More 🗸	III Q
■ &	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".



<u>Step 3.c:</u> Click the magnifying glass to view the email templates.

Ser	nd Notice	
	Notice Details	
	* Notice	Click here or press enter to view notice in a window.
	Find a Notice Template	٩
F		
		-

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

Select a Notice	Cancel
	٩
Name 🗢	Description ;
Q kcc ×	Q Search
KCC - Regret - Did not meet MQs	Please review/edit template before emaili.
KCC - Regret - Not as qualified as selectee	Please review/edit template before emaili.
KCC Lecturer - Added to the Pool	Please review/edit template before emaili.
KCC Lecturer - Did not meet MQs	Please review/edit template before emaili.
4	•

<u>Step 3.e:</u> 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.

Notice Details	
* required helds are marked with astensk	
• Notice	
KCC Lecturer - Added to the Pool 🕢	
Notice Preview	/ Override
Template Sample Candidate	
<req_departmentlogo></req_departmentlogo>	
<today></today>	
DearApplicant	
Thank you for your interest in the <pre>Position_Title></pre> position at Kapi'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)	

<u>Step 3.f</u>: 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".

Override Notice Te	emplate	Cancel Save
Search merge field	ds Q	₿ į Ų ඏ Ⴞ – ♡ ↔ Ⴞ Ⴞ Ⴜ
Double click, press focused, or drag a field to add it to the	s Enter while nd drop a merge e template	Press Alt + F10 to move to the toolbar
Applicant	^	
First Name	Last Name	Dear <mark>Justin.</mark>
Middle Name	Address 1	Thank you for your interest in the <position_title> position at Kapi'olani Community College. We are pleased to inform you that your application has been placed into our</position_title>
Address 2	City	lecturer pool and will remain in the pool until 03/06/2027
State	Zip/Postal Code	Again, thank you for your interest. Sincerely, Veronica Ogata
Country	Home Phone	Dean of Arts & Sciences
Other Phone	Person ID	
APT_PRIO RITY (35160)	APT_PRIO RITY (35161)	Drag and drop file here, or click here to upload
APT_PRIO RITY	APT_PRIO RITY	Supported file types are bmp, doc, docx, gif, htm, html, jpe, jpeg, jpg, pdf, png, potx, ppt, pptx, rtf, tif, tiff, txt, wp, wpd, xls, xlsx
(35162)	(35163)	The maximum allowed file size is 10MB.

<u>Step 3.g.</u> Click "Sample Candidate" to preview the finalized email notification to the applicant. After proofreading, click "Send".

d Notice	Cancel Se
Notice Details	
 Required fields the marked with strength 	
• Notice	
KDC Lecturer - Added to the Pool ③	
Notice Preview	Øverride
Template Sample Candidate	
Comment of Horney KAPI'OLANI Comment of College	
5/24/2024	
Dear Justin,	
Thank you for your interest in the Lecturer, CC (Engineering) position at Kapi'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 03/06/2027.	
Again, thank you for your interest.	
Sincerely,	
Veronica Ogata	
Dean of Arts & Sciences	
If you do not want to receive emails please click on the following:	
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.

с	Candidat	es History								
Car	ndida	ates								
				Rejected : 6	11 total	Lecturer P	ool : 5			
© Re	jected	~ <i>x</i>	Actions 🗸						More ~	III Q
	₿	¢ # doL	Job Title 🗘	Name 🗘	Email Notify	Action Date 🗢	Notices	Elig Comments	Status	Offer
		2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024			Rejected Other	Regular
		2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024			Rejected Other	Regular
		2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024			Rejected Other	Regular
		2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024			Rejected Other	Regular
		2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024			Rejected Other	Regular
		2024-00534	Lecturer, CC (Engineering)		Yes	05/24/2024			Rejected Other	Regular
First	t P	revious 1	Next Last 10	✓ Items per page					Showing	1-6 of 6 Items

<u>Step 4.a:</u> Click the color that is labeled "Rejected" to view the list of applicants.



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

<u>Step 4.c:</u> Click the magnifying glass to view the email templates.



* Required fields are marked with asterisk		
INACTIVATION REASON	TEMPLATE *	ACTIONS
Other 1 Applicants	Notice C Name KCC - Regret - Did not meet MQs KCC - Regret - Not as qualified as selectee KCC Lecturer - Added to the Pool KCC Lecturer - Did not meet MQs	Override Preview

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

Step 4.e: Click "Override".

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

<u>Step 4.f</u>: 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".

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This message is to inform you lecturer pool, as you do not me I hope that you continue to pu Hawai'i system, which will furth Again, thank you for your inter Sincerely, (Administrator/Unit Head Nam (Administrator/Unit Head Title)	Y Thank you for your Interest in the <p college.<="" community="" td=""> Y This message is to inform you that y lecturer pool, as you do not meet the <p college.<="" community="" td=""> Y I hope that you continue to pursue o Hawai'i system, which will further yo Y Again, thank you for your Interest an Sincerely. Y (Administrator/Unit Head Name) Y (Administrator/Unit Head Title)</p></p>	Y Thank you for your Interest in the <position Community College. Y This message is to Inform you that your ap lecturer pool, as you do not meet the minin Y I hope that you continue to pursue other on Hawai'l system, which will further your care Y Again, thank you for your Interest and goo Y Sincerely. Y (Administrator/Unit Head Name) Y (Administrator/Unit Head Title)</position 	Thank you for your interest in the <position_title: (administrator="" again,="" and="" applicative="" as="" career="" college.="" community="" continue="" do="" for="" further="" good="" gos="" hawai'i="" head="" hope="" i="" inform="" interest="" is="" lecturer="" luck="" meet="" message="" minimum="" name)="" not="" opportu="" other="" pool,="" pursue="" q="" sincerely,="" system,="" td="" thank="" that="" the="" this="" title)<="" to="" unit="" which="" will="" you="" your=""><td>Y Thank you for your interest in the <position_title> posit Y Community College. Y This message is to inform you that your application is n I hope that you continue to pursue other opportunities of Hawai'i system, which will further your career goals. Y Again, thank you for your interest and good luck in you Y (Administrator/Unit Head Name) Y (Administrator/Unit Head Title)</position_title></td><td>Thank you for your Interest In the <position_title> position at Community College. This message is to Inform you that your application is not bein lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualifications for the lecturer pool, as you do not meet the minimum qualification for the lecturer pool, as you do not meet the minimum qualification for your future states of the lecturer pool, as you do not meet the minimum qualification for your future states of the lecturer pool, as you do not meet the minimum qualification for your future states of the lecturer pool, as you do not meet the minimum qualification for your future states of the lecturer pool, as you do not meet the minimum qualification for your future states of the lecturer pool, as you do not meet the minimum qualification for your future states of the lecturer pool, as you do not meet the lecturer pool, as</position_title></td><td>Thank you for your Interest In the <position_title> position at Kapi'old Community College. 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Again, thank you for your Interest and good luck in your future ender Sincerely. (Administrator/Unit Head Name) (Administrator/Unit Head Title)</position_title></td><td>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 o lecturer pool, as you do not meet the minimum qualifications for the positio 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)</position_title></td><td>Construction 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. Y I hope that you continue to pursue other opportunities at the University of Hawai'i system, which will further your career goals. Y Again, thank you for your interest and good luck in your future endeavors. Y (Administrator/Unit Head Name) (Administrator/Unit Head Title)</position_title></td></position_title:>	Y Thank you for your interest in the <position_title> posit Y Community College. Y This message is to inform you that your application is n I hope that you continue to pursue other opportunities of Hawai'i system, which will further your career goals. Y Again, thank you for your interest and good luck in you Y (Administrator/Unit Head Name) Y (Administrator/Unit Head Title)</position_title>	Thank you for your Interest In the <position_title> position at Community College. 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Again, thank you for your Interest and good luck in your future ender Sincerely. (Administrator/Unit Head Name) (Administrator/Unit Head Title)</position_title>	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 o lecturer pool, as you do not meet the minimum qualifications for the positio 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)</position_title>	Construction 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. Y I hope that you continue to pursue other opportunities at the University of Hawai'i system, which will further your career goals. Y Again, thank you for your interest and good luck in your future endeavors. Y (Administrator/Unit Head Name) (Administrator/Unit Head Title)</position_title>

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eld to add it to the template	Ð	DearMic	helin,								•	
Applicant	~	Thank yo	ou for your Int	erest in the «	Positio	n_Title	> posit	ion at	Kapi'ol	ani		
User	~	Commun	ity College.				-		-			
Agency	~	This message is to inform you that your application is not being placed in our										
Position	~	lecturer p	oool, as you o	lo not meet t	he mini	mum q	ualifica	ations f	for the	positio	m.	
Requisition	~	I hope that you continue to pursue other opportunities at the University of Hawai'i system, which will further your career goals.										
Referral	~			,								
Referred List - Interview	~	Again, th	ank you for y	our Interest a	and goo	od luck	In you	r future	eende	avors.		
Referred List - Exam	~	Sincerely	Ogata	-								
Referred List - Offered	~	Dean of /	Arts & Scienc	es								
Referred List - Hired	~	-							Chara	octors	545	
Referred List - Rejected	~								Unala	IULEIS.	J4J	

Step 4.g: Click "Preview".

INACTIVATION REASON	TEMPLATE *	ACTIONS
Other 1 Applicants	Notice KCC Lecturer - Did not meet MGs ③	Override Preview

<u>Step 4.h:</u> Click "Sample Candidate" to preview the finalized email notification to the applicant. After proofreading, click "Send".

nd Notice			Cancel
* Required fields are marked with asterisk			
INACTIVATION REASON	TEMPLATE *	ACTIONS	
Other 1 Applicants	Notice KCC Lecturer - Did not meet MOs ③	✓ Override © Close	
	Template Sample Car	indidate	
UNIVERSITY of HARRANY KAPI'OLANI COMMUNITY COLLEGE			
5/24/2024			
Dear Michelin,			
Thank you for your interest in the Lecture	er, CC (Engineering) position at Kapi'olani Community Col	lege.	
This message is to inform you that your a	pplication 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 w	vill further your career goals.	
Again, thank you for your interest and go	od luck in your future endeavors.		
Sincerely, Veronica Ogata			
Dean of Arts & Sciences			