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Subscribe-HR e-Recruitment Correspondence



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Table of Contents

1	Standard Recruitment Workflows	3
2	Correspondence Templates for Object Workflows.....	3
3	Scripted Correspondence Templates.	5
4	Contract Correspondence Templates	6

1 Standard Recruitment Workflows

Workflow Name	Send To	Timing	Notes
Incomplete	Applicant	1 Week Prior to Vacancy Closing	Sends instructions on how to login and complete applicant on Company Job Portal
New Applicant Notification	Recruiter	Instant	Notifies Recruiter that a new applicant has applied for a Vacancy
Vacancy Requisition	Endorser and Next Level Manager	When Requisition is Generated	Two Step Process. Recruiter Requisitions a Vacancy and requests authorization from endorser (Step). Endorser authorizes and sends onto next level manager for authorization.
Vacancy Closing	Recruitment Manager and Recruiter	When Target Hire Date is two days away	Notifies Recruitment Manager and Recruiter before the scheduled Target Hire Date for the Vacancy.

The above table lists the standard recruitment workflow which can be accessed by selecting the work-flows in the applicant and the vacancy objects.

2 Correspondence Templates for Object Workflows

Object Name	Triggers By	Template Name	Template Subject	Template HTML Content
Applicant	Object Workflow	Reset Applicant Password	Password Reset	<p><p>Dear {%Applicant.cb_applicant_first_name%},]&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>You have requested a new password from our recruitment portal.</p></p> <p><p>Please use this new password:&nbsp;</p> <p>{%Applicant.cb_applicant_temporary_password%}</p></p> <p><p>Once you have logged in, you can change this password in your 'Details' page.</p></p> <p><p>Regards</p></p>
Applicant	Object Workflow	Register new applicant	Account Activation - Subscribe-HR Jobs	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Your username and password has been registered with Subscribe-HR.</p></p> <p><p>Your username is: {%Applicant.cb_applicant_email%}.</p></p>
Applicant	Object Workflow	Changed Password	Jobs - Password modification	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Your password has been changed.</p></p> <p><p>If you didn't change it, please contact us.</p></p> <p><p>Thanks</p></p>
Applicant Alert	Object Workflow	Job Alert - creation	Job alert - new job alert	<p><p>Dear {%ApplicantAlert.cb_firstname%}&nbsp;{%ApplicantAlert.cb_lastname%},</p></p> <p><p>You'll be notified everytime a new job/vacancy is published that matches your alert details.</p></p> <p><p>Your Job Alert is:</p></p> <ul style="list-style-type: none"> Areas of interest: {%ApplicantAlert.cb_interest_area%} Location: {%ApplicantAlert.cb_location%} Work Type: {%ApplicantAlert.cb_work_type%}



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				<p><p>Click here If you want to unsubscribe.</p></p> <p><p>Regards</p></p>
Applicant Alert	Object Workflow	Job Alert - unscubscribe	Job alert - Unsubscrip tion	<p><p>Dear {%ApplicantAlert.cb_firstname%} {%ApplicantAlert.cb_lastname%},</p></p> <p><p>You have successfully unsubscribed from your Job Alert.</p></p> <p><p>Your Job Alert was:</p></p> <ul style="list-style-type: none"> Areas of interest: {%ApplicantAlert.cb_interest_area%} Location: {%ApplicantAlert.cb_location%} Work Type: {%ApplicantAlert.cb_work_type%} <p><p>Regards,</p></p>
Applicant Vacancy	Object Workflow	Free timeslot	Job Interview - pick up a date!	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>You recently applied for the role {%ApplicantVacancy.cb_applicant_vacancy_name%}.</p></p> <p><p>We would like to meet you for an interview. You can use the following link to book an interview.</p></p> <p><p>View interview schedule times</p></p>
Applicant Vacancy	Object Workflow	New Applicant (Expression of Interest - Applicant)	New submission of Expression of Interest	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Thank you for submitting your expression of interest to work in our organization.</p></p> <p><p>The HR Team will contact you as soon as a new opportunity arises and suits your profile.</p></p>
Applicant Vacancy	Object Workflow	New Applicant (Applicant)	Thank you for submitting your application!	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Thank you for submitting your application for a {%ApplicantVacancy.cb_applicant_vacancy_name%} role.</p></p> <p><p>We'll be in touch soon to discuss your application.</p></p>
Applicant Vacancy	Object Workflow	Application withdrawn	{%__System.CompanyName%}Your application is now withdrawn	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Your application concerning the role {%ApplicantVacancy.cb_applicant_vacancy_name%} is now withdrawn.</p></p>
Applicant	Object Workflow	Applicant Account locked	Email locked	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>You tried too many times to login on the recruitment portal.</p></p> <p><p>Your account has been locked for 30 minutes. Please wait and try again.</p></p>
Applicant	Object Workflow	Applicant Account Deactivated	Your account is now deactivated	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>You have just deactivated your account.</p></p> <p><p>You won't be contacted by the HR team until you reactivate it.</p></p>
Applicant	Object Workflow	Applicant Account Reactivated	Your account is reactivated	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Your account has now been reactivated.</p></p> <p><p>You can apply for roles and be contacted by HR team now.</p></p>

The above table lists Correspondence from the new e-Recruitment Workflows. These are imported into a client site by Subscribe-HR developers.

3 Scripted Correspondence Templates.

Object Name	Triggers By	Template Name	Template Subject	Template HTML Content
Applicant Alert	Script	Job Alert	Job alert - new vacancy!	<pre> <p>Dear {%ApplicantAlert.cb_firstname%}&nbsp; {%ApplicantAlert.cb_lastname%},</p> <p>A new vacancy is available!</p> <p>{%ApplicantAlert.cb_j obname%}</p> <p>You received this email because you signed-up for job alerts on our website:</p> Areas of interest: {%ApplicantAlert.cb_interest_area%} Location: {%ApplicantAlert.cb_location%} Worktype: {%ApplicantAlert.cb_work_type%} <p>Click here If you want to unsubscribe.</p> </pre>
Applicant Alert	Script	Job Alert - reminder1	Job alert - reminder	<pre> <p>Dear {%ApplicantAlert.cb_firstname%}&nbsp; {%ApplicantAlert.cb_lastname%},</p> <p>Your job alert will expire in 10 days.</p> <p>You can extend it for another 90 days by clicking this link.</p> <p>Your job alert criterias on our website are:</p> Areas of interest: {%ApplicantAlert.cb_interest_area%} Location: {%ApplicantAlert.cb_location%} Worktype: {%ApplicantAlert.cb_work_type%} <p>Click here If you want to unsubscribe.</p> </pre>
Applicant Alert	Script	Job Alerts	Job Alerts - Weekly summary	<pre> <p>Dear {%ApplicantAlert.cb_firstname%}&nbsp; {%ApplicantAlert.cb_lastname%},</p> <p>You'll find below a summary of current opened vacancies corresponding to your Job Alert settings:</p> Areas of interest: {%ApplicantAlert.cb_interest_area%} Location: {%ApplicantAlert.cb_location%} Worktype: {%ApplicantAlert.cb_work_type%} <p>{%Special.VacanciesSummary%}</p> <p>Click here If you want to unsubscribe.</p> </pre>

The above table lists the scripted correspondence templates that can only be either updated or deleted by clients.



4 Contract Correspondence Templates

Object Name	Triggers By	Template Name	Template Subject	Template HTML Content
Applicant Contract	Recruitment Workflow	Contract Acceptance (HR)	Job Offer - Contract accepted	<p><p>Dear {%__Recipient.Name%},</p></p> <p><p>The applicant {%Applicant.cb_applicant_first_name%} {%Applicant.cb_applicant_surname%} has accepted the contract for this vacancy.</p></p> <p><p>Regards</p></p>
Applicant Contract	Recruitment Workflow	Contract Acceptance (Applicant)	Job Offer - Contract accepted	<p><p>Dear {%Applicant.cb_applicant_first_name%}&nbsp;{%Applicant.cb_applicant_surname%},</p></p> <p><p>Thank you for accepting the contract and lock your position.</p></p> <p><p>A HR Manager will be soon in touch with you concerning this role.</p></p> <p><p>Regards</p></p>

The Above table lists the recruitment contract sign-off templates.