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Note: any field in {{}} indicates the field is populated based on information from the system. For example, {{user_first_name}} indicates the user's first name would be populated in the text.

Scenarios are used to indicate what actions in the system trigger these responses.

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Emails to Applicants

Applicant User Name

Dear {{user__first_name}},

Your username on the Iowa State University applicant tracking system is: {{user__username}}.

Thank you,
University Human Resources
Iowa State University

Scenarios: Applicants can request this email at the login screen if they have forgotten their username.

Notify Applicant to Revisit Application

Dear {{user__first_name}},

Your application has been reactivated for a position on the Iowa State University applicant tracking system.
1. Please log in at https://www.iastatejobs.com and select Your Applications on the left hand menu.
2. On the far right column, Application Materials, you will see a ‡ symbol to the right of the position to be updated.   Select the Application link (under Application Materials) for this position.
3. At the top of the page, you should now see an 'edit this application' link.   Select this and update any necessary information.
4. Select Next to continue through all pages, until you return to the Summary page.
5. Select the Certify and Submit button when your updates are complete.

Thank you,
University Human Resources
Iowa State University

Scenario: UHR Recruitment will trigger this status when an applicant needs to update his/her materials.

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Reference Confirmation to Applicant

Dear {{application__applicant_detail-user__first_name}},

This is to inform you that we have received a response from one of your references for your application to the {{posting__job_detail__job_title}} position with Iowa State University. The search committee is in the process of reviewing all application materials, and you will be notified if selected for further consideration.

Thank you,
University Human Resources
Iowa State University

Applicant Password Reset Request

Dear [applicant first name],

Please use the following link to reset your password:

{{user__reset_password_url}}.

Sincerely,
University Human Resources
Iowa State University

Scenario: Applicants can request this email at the login screen if they have forgotten their password.

Application Submitted

Dear {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}},

Thank you for your application for employment with Iowa State University on {{application__workflow_state_entrance_date}}. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

Your application confirmation number is {{application__confirmation_number}}.

Thank you for your interest. We look forward to reviewing your application.

Sincerely,

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University Human Resources

Not Interviewed (Email when Filled)

Dear {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you this position has been filled.

We hope you will consider other employment opportunities with us. To view current job opportunities, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Not Interviewed – Faculty/Other Only (Email when Filled)

Dear {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you this position has been filled.

We hope you will consider other employment opportunities with us. To view current job opportunities, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

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Sincerely,
University Human Resources
Iowa State University

Not Interviewed – Not Approved for Interview (Email when Filled)

Dear {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you this position has been filled.

We hope you will consider other employment opportunities with us. To view current job opportunities, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Interviewed, Not Hired (Email when Filled)

Dear {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}},

Thank you for your application for the position of {{posting__job_detail__job_title}} with {{posting__organizational_unit}} at Iowa State University. We sincerely appreciate the time you invested in the application and interview process.

However, we would like to inform you this position has been filled.

We hope you will consider other employment opportunities with us. To view current job opportunities, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

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Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Does Not Meet Required Qualifications – Merit Only (Email when Filled)

Dear {{application__applicant_detail-user__first_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you that this position has been filled.

We hope you will consider other employment opportunities with us. To view current job opportunities for which you are qualified and interested, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Does Not Meet Required Education and Experience (Email when Filled)

Dear {{application__applicant_detail-user__first_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you that this position has been filled.

PeopleAdmin 7 System Email Templates

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We hope you will consider other employment opportunities with us. To view current job opportunities for which you are qualified and interested, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Not Certified – Merit Only (Email when Filled)

Dear {{application__applicant_detail-user__first_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you this position has been filled by an internal transfer in accordance with the Collective Bargaining Agreement between the State of Iowa and AFSCME or the Board of Regents Merit System Rules. If a new posting would result from this internal move, it would be posted on the website at https://www.iastatejobs.com. We recommend that you continue to monitor this site for other employment opportunities with Iowa State University.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Scenario: Not Certified is the final status to which UHR Recruitment moves applications for merit positions when the applicant is not moved under consideration to the Posting Admin. Some examples in which this would happen are AFSCME contract transfers or recalls.

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Merit Application Not Eligible (contract provision) – Merit Only (Email when Filled)

Dear {{application__applicant_detail-user__first_name}},
Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:

Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

We would like to inform you this position has been filled. Your application was marked as not eligible due to a provision of either the Collective Bargaining Agreement between the State of Iowa and AFSCME or the Board of Regents Merit System Rules. If you have any questions about your eligibility, please contact us at employment@iastate.edu.

We encourage you to visit https://www.iastatejobs.com for other employment opportunities for which you are qualified and interested.

Sincerely,
University Human Resources
Iowa State University

Scenario: This is the final status to which UHR Recruitment moves applications for merit positions when the applicant is not eligible for the posting per the contract.

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Not Reviewed, Rec'd after Consideration Date

Dear {{application__applicant_detail-user__first_name}},

Thank you for your interest in employment with Iowa State University. Our records indicate that you applied for the following position:
Title: {{posting__job_detail__job_title}}
Department: {{posting__organizational_unit}}

Please be advised that this position has been filled.

We hope you will consider other employment opportunities with us. To view current job opportunities, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

Scenario: This email will go out when the Posting is filled to any applicant who is at this status.

Posting Withdrawn

Dear {{application__applicant_detail-user__first_name}},

We appreciate your interest in employment with Iowa State University. However, a decision has been made to not fill the {{posting__job_detail__job_title}} position in the department of {{posting__organizational_unit}} at this time.

We hope you will consider other employment opportunities with us. To view current job opportunities, visit https://www.iastatejobs.com. You may access your original online application and attached documents on this site as well.

Thank you again for your interest in employment with Iowa State University.

Sincerely,
University Human Resources
Iowa State University

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Scenario: This email will go out to applicants when the Posting is withdrawn.

Emails to Users

Action Status Update

The following action is at the status of: {{action__workflow_state}}

Title: {{action__position_description-title-title_detail__classification_title}}

Department: {{action__organizational_unit}}

Please login to https://www.iastatejobs.com/hr to review this action if you are the individual designated to take this action for your department, college, or division.

Sincerely,
University Human Resources
Iowa State University

Previous User Comments (if applicable):
{{action__workflow_transition_last_note}}

Scenarios: This is the email sent to those in the applicable user group to which a Position Description (PD) action has been routed. The same email goes out for all positions types and for all changes in workflow state on a PD action. For example, if a user at the Department Chair/Director level routes it onto the Dean/AVP, all users in the Dean/AVP role with access for the listed department will get this email indicating the status of the PD Action as "Dean/AVP".

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Guest User Account Notification

You have been assigned as a Guest User for the position of {{posting__job_detail__job_title}}. You may log in to review candidates at your convenience at https://www.iastatejobs.com/hr.

Username: {{posting__guest_user_username}}
Password: {{posting__guest_user_password}}

Select the "Applicants" tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please contact University Human Resources for assistance at 515-294-4800 or employment@iastate.edu.

Thank you,
University Human Resources
Iowa State University

Scenario: This email goes out to anyone whose name is in the email section of the Guest User tab on a posting at the time the posting is set to a Posted status.

Position Description was created and approved

Dear Hiring Supervisor,

A new position has been created.

Position Title: {{position_description__title-title_detail__classification_title}}
Position Number: {{position_description__job_detail__job_number}}
Department: {{position_description__organizational_unit}}

Sincerely,
University Human Resources
Iowa State University

Scenarios: This email goes to the listed Hiring Supervisor.

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Position Description has been updated

Dear Hiring Supervisor,

The following position description has been updated.

Position Title:{{position_description__title-title_detail__classification_title}}
Position Number: {{position_description__job_detail__job_number}}
Department: {{position_description__organizational_unit}}

Sincerely,
University Human Resources
Iowa State University

Scenario: This email goes to the listed Hiring Supervisor.

Employee has been seated in the position description

Dear Hiring Supervisor,

The following employee has been seated in the position, {{position_description__job_detail__job_title}}.

Employee First Name: {{position_description__user__first_name}}
Employee Last Name: {{position_description__user__last_name}}
Employee ID: {{position_description__user__banner_id_detail}}

Sincerely,
University Human Resources
Iowa State University

Scenario: This email goes to the listed Hiring Supervisor.

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Hiring Proposal Status Update

The following hiring proposal for Posting #{{hiring_proposal__position_context-posting_detail__posting_number}} is at the status of: {{hiring_proposal__workflow_state}}.

Name: {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}

Title: {{hiring_proposal__job_title}}
Department: {{hiring_proposal__organizational_unit}}
Hiring Proposal Number: {{hiring_proposal__auto_number}}

Please login to https://www.iastatejobs.com/hr to review/approve this action.

Thank you,
University Human Resources
Iowa State University

Previous User Comments:

{{hiring_proposal__workflow_transition_last_note}}

Scenarios: This is the email sent to those in the applicable user group to which a Hiring Proposal has been routed. The same email goes out for all positions types and for all changes in workflow state on a Hiring Proposal. For example, if a user at the Department Chair/Director level routes it onto the Dean/AVP, all users in the Dean/AVP role with access for the listed department will get this email indicating the status of the Hiring Proposal as "Dean/AVP". Then, when the Dean/AVP user routes it onto UHR Recruitment, UHR Recruitment users receive an email indicating the hiring proposal workflow state (see above) as "UHR Recruitment".

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Posting Status Update

The following posting is now at the status of {{posting__workflow_state}}:

Title: {{posting__job_detail__job_title}}
Posting Number: {{posting__posting_detail__posting_number}}
Department: {{posting__organizational_unit}}

Please login to https://www.iastatejobs.com/hr to review this posting.

ATTENTION: Posting Admin should review the information and checklists below.

Sincerely,
University Human Resources
Iowa State University

Previous User Comments (if applicable):
{{posting__workflow_transition_last_note}}

Please Review and Respond

The updated position description has been approved. Please review the posting and any comments or questions in the previous section of this email.

If any changes are needed, please edit the posting. When you transition the posting by selecting a workflow under"Take Action on Posting", you will have a comments box in which you can respond to any questions and add any of your own comments/questions. Please _do not_ reply to this email.

Then, hover over the _Take Action on this Posting_ and select the appropriate workflow for your organizational structure to return the posting to UHR.

CHECKLISTS:

Below are links to the hiring checklist as a resource to use throughout the process. If you have a search committee, please share it with the chair.

Merit:	http://www.hrs.iastate.edu/hrs/node/376

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P&S:	http://www.hrs.iastate.edu/hrs/node/373
Faculty:	http://www.hrs.iastate.edu/hrs/node/374

RECRUITMENT:

Minimum Advertising Periods: http://www.hrs.iastate.edu/hrs/node/202

At the bottom of the above-mentioned site, you will find a document entitled Recruitment Resources, which includes some additional sites hiring departments may wish to use for placing external advertisements.

Generally each night, the following sites index Iowa State University's employment site. This means they take our job postings and copy to theirs.

US.jobs, National Labor Exchange	http://us.jobs/
Iowa Workforce Development	www1.iowajobs.org
Indeed	http://www.indeed.com/
Simply Hired	http://www.simplyhired.com/

You must send your selected candidates to UHR Recruitment for approval prior to interviewing.

If you have further questions, please contact UHR Recruitment at employment@iastate.edu.

Scenarios: This is the email sent to those in the applicable user group to which a Posting has been routed. The same email goes out for all positions types and for all changes in workflow state on a Posting. For example, if a user at the Department Chair/Director level routes it onto the President/Senior VP, all users in the President/Senior VP role with access for the listed department will get this email indicating the status of the Posting as "President/Senior VP". Then, when the President/Senior VP user routes it onto UHR Recruitment, UHR Recruitment users receive an email indicating the Posting workflow state (see above) as "UHR Recruitment".

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Search Committee Member Assigned

You have been assigned as a Search Committee Member for the {{posting__job_detail__job_title}} position. You may log in with your ISU NetID to review candidates at your convenience at https://www.iastatejobs.com/hr.

Upon logging in, change your user type to Search Committee member and click the refresh button next to it.

To locate this posting and review candidates, select "Postings" at the top of the screen. After selecting the position title, select the "Applicants" tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please contact University Human Resources for assistance at 515-294-4800 or employment@iastate.edu.

Thank you,
University Human Resources
Iowa State University

Search Committee Chair Assigned

You have been assigned as a Search Committee Chair for the {{posting__job_detail__job_title}} position. You may log in with your ISU NetID to review candidates at your convenience at https://www.iastatejobs.com/hr.

To locate this posting and review candidates, select "Postings" at the top of the screen. After selecting the position title, select the "Applicants" tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please contact University Human Resources for assistance at 515-294-4800 or employment@iastate.edu.

Thank you,
University Human Resources
Iowa State University

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Search Committee Member Account Created

Dear Posting Admin,

A search committee account has been created.

Title: {{posting__job_detail__job_title}}
Posting Number: {{posting__posting_detail__posting_number}}

Please contact University Human Resources at 515-294-4800 or employment@iastate.edu if you have any questions.

Thank you,
University Human Resources
Iowa State University

Flagged for Interview

The following applicant is at the status of: {{application__job_application_workflow_state}}

Applicant: {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}

Title: {{posting__job_detail__job_title}}
Posting Number: {{posting__posting_detail__posting_number}}
Department: {{posting__organizational_unit}}

Please login to https://www.iastatejobs.com/hr to review applicants flagged for interview if you are the individual designated to take this action for your department, college, or division.

Sincerely,
University Human Resources
Iowa State University

Scenarios: This is the email that will go to the users in the group to which the interviews were flagged. For example, if the selected workflow state was "Flagged for Interview -Department Chair/Director"; then users in the Department Chair/Director category for that department would get this email.

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Approved for Interview (*Email to Posting Admin)

The following applicant is at the status of: {{application__job_application_workflow_state}}

Name: {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}

Title: {{posting__job_detail__job_title}}
Posting Number: {{posting__posting_detail__posting_number}}
Department: {{posting__organizational_unit}}

Please login to https://www.iastatejobs.com/hr to review applicants approved for interview.

Sincerely,
University Human Resources
Iowa State University

Scenario: This will go out to the Posting Admin when UHR Recruitment approves an applicant for interview.

Under Review by Posting Admin

The following applicant is at the status of: {{application__job_application_workflow_state}}

Name: {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}

Title: {{posting__job_detail__job_title}}
Posting Number: {{posting__posting_detail__posting_number}}
Department: {{posting__organizational_unit}}

Please login to https://www.iastatejobs.com/hr to review applicants approved for interview.

Sincerely,
University Human Resources
Iowa State University

Scenario: This will go out to the Posting Admin when we move a Merit applicant from Under Review by UHR to Under Review by Posting Admin.

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Other Emails

Reference Request

Dear {{reference_request__name}},

{{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}} has applied for the position of {{posting__job_detail__job_title}} with {{posting__organizational_unit}} at Iowa State University.   The candidate has listed you as a provider of a letter of recommendation.

To learn about this position, please visit: {{posting__applicant_site_quick_link_url}}.

Special Instructions from hiring department: {{posting__provider_special_instructions}} Thank you in advance for your assistance in this process.

Instructions for submitting your letter of recommendation:
1) Please visit the {{reference_request__url}} reference portal. If you are unable to select this link, please copy and paste the following link, with no spaces, into your browser address bar: {{reference_request__url}}
2) On the recommendation submission webpage, enter your name, organization, email and how you know the candidate.
3) Select Next at the bottom of the page.
4) On the following page, select Add Recommendation Letter (red text) and upload your document. The system will then automatically convert your document to PDF. This may take a few minutes.
5) Select Next and finalize.

If you have any questions regarding this reference request or the electronic process for submitting the reference, please contact University Human Resources at 515-294-4800 or employment@iastate.edu.

Sincerely,
University Human Resources
Iowa State University

Reference Confirmation to Reference

Dear {{reference_request__reference_requests__name}},

We have received your letter of reference for a candidate who has applied for the {{posting__job_detail__job_title}} position at Iowa State University. Thank you for your time and providing this valuable information.

Sincerely,

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University Human Resources
Iowa State University