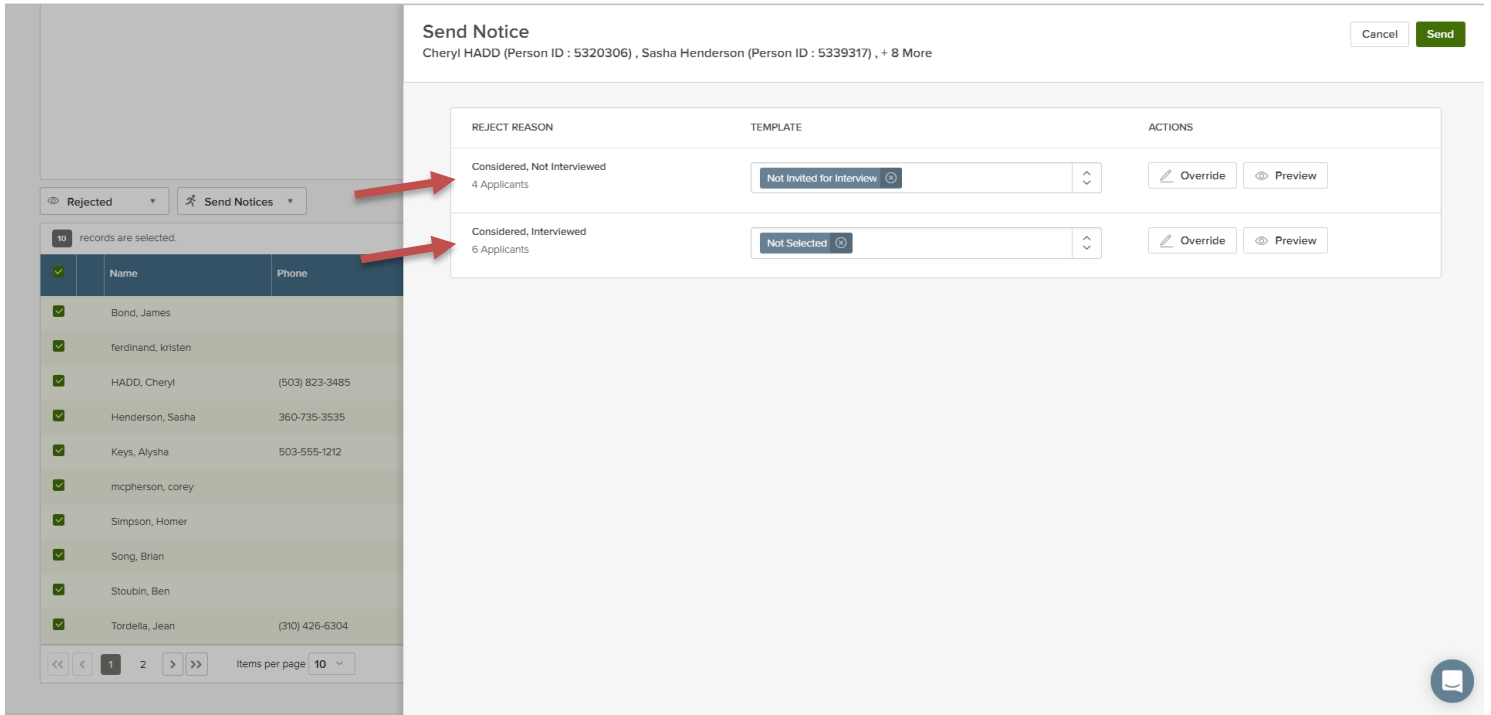


*** Sending notices to candidates who are in the Rejected step is a little different. You do not have to select the candidates based on their rejection reasons. You can Select All and NEOGOV will group candidates together based on the rejection reasons. You will have the opportunity to select and edit a notice template for each reason.

Depending on the rejection reason, some have assigned notice templates, but you should always Override the template and make edits.



Send Notice
Cheryl HADD (Person ID : 5320306) , Sasha Henderson (Person ID : 5339317) , + 8 More

REJECT REASON	TEMPLATE	ACTIONS
Considered, Not Interviewed 4 Applicants	Not Invited for Interview	Override Preview
Considered, Interviewed 6 Applicants	Not Selected	Override Preview

Left Panel: 10 records are selected. **Rejected** | **Send Notices**

Name	Phone
Bond, James	
ferdinand, kristen	
HADD, Cheryl	(503) 823-3485
Henderson, Sasha	360-735-3535
Keys, Alysha	503-555-1212
mcperson, corey	
Simpson, Homer	
Song, Brian	
Stoubin, Ben	
Tordella, Jean	(310) 426-6304

Items per page: 10

If No Hire Is Made on a Referral

There are several scenarios in which a hire might not be made on a particular referral. If the referral has expired, and you still plan to make the hire by requesting the same list of candidates again, you do not have to reject all of the candidates in the initial referral. The disposition of these candidates will be entered in the new referral, and notices can be sent to the rejected candidates from the new referral.

If the vacancy will not be filled at all using this list of eligible candidates (e.g., the vacancy will go unfilled or a new recruitment will be run to generate a new eligible list), all candidates on the referral must be rejected and notices must be sent to explain that the recruitment was cancelled. BHR should be notified of the cancellation, providing a reason for the cancellation.

If the referral has expired and you need to access it to reject candidates and send notices, contact a member of the Workforce Recruitment & Training Team.