

# USA Staffing® Notification Template Examples

February 2025

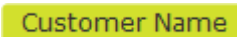



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## Introduction

Templates can be used to streamline and maintain consistent language for applicant and new hire correspondence through USA Staffing. Below are several examples that can be modified, as needed, when creating notification templates. The eight examples represent standard notification touchpoints for applicants and new hires; however, additional templates can be created for other correspondence needs (e.g., cancellation of a vacancy, failure to receive required documents, etc.). These examples are intended to provide a starting point for developing Agency-specific notification templates and should not be viewed as a final product nor as a requirement for use of the system.

## Need to Know

An HR user can select a notification template, when sending applicant and new hire correspondence, which populates the text. When creating custom templates or reviewing the samples below, please note the following:

- A light green text image represents a data insert (e.g.,  **Customer Name** ). A data insert retrieves information from the system and populates that information into the notification.
  - Data inserts will not automatically transfer when you copy and paste the data below. To add a data insert in USA Staffing, click and drag the intended data insert from the Available Data Inserts list and drop in the desired location.
  - More information about data inserts may be found at:  
[https://help.usastaffing.gov/USAS/index.php?title=Data\\_Inserts](https://help.usastaffing.gov/USAS/index.php?title=Data_Inserts)
- Custom, Tentative Offer, and Final Offer Notification Types allow an HR User to edit content prior to sending the notification to the applicant or new hire. All other standard notification types cannot be edited by an HR User.
- Red text enclosed by two brackets represents placeholder or instructional text that must be addressed by a user before posting (e.g.,  **[[INSERT AT LEAST ONE LINE EXPLAINING POSITION]]** ).
  - If a custom or offer letter notification requires placeholder or instructional text for the HR User, insert placeholder text by clicking the Placeholder text icon (e.g.,  **[P]** ), add the instructional text in the Placeholder Properties window, and click OK.
- Blue underlined text represents a hyperlink to a website (e.g., <https://www.usajobs.gov/> ).
  - To create a hyperlink, highlight the text, click the Link icon (e.g.,  ), insert the appropriate URL, and click OK.

## Template Examples

### Application Received

#### Subject Line

Application for **USAJOBS Job Title**, **Announcement Number** was Received

#### Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

This is to inform you the application submitted for **USAJOBS Job Title** with **Customer Name** has been received.

**To ensure you receive consideration for this position, read and follow all instructions outlined in the announcement.**

We will assess your qualifications based upon the responses you provided in the questionnaire, as well as, all supporting documentation submitted with your application package. When this evaluation is complete, you will be notified of the results with another e-mail message.

If you would like to check the status of this or any other application, log into your USAJOBS account and review the Applications area.

Thank you for your interest in Federal employment with **Organization Name**.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

## Notice of Results

### Subject Line

Notice of Results for **USAJOBS Job Title**, **Announcement Number**

### Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

This is a record of the results of your application for the position of **USAJOBS Job Title** with **Customer Name** as detailed in Announcement **Announcement Number**. This is not a job offer.

**Eligible Rating Combinations**

**Ineligible Rating Combinations**

Your qualifications and any Veterans' preference claims made as part of your application remain subject to verification. You may receive additional notifications advising you if your qualification or eligibility determination, as identified above, changes. Lastly, you will receive an additional notification advising whether you have been referred to the selecting official for employment consideration.

If you have any questions regarding this notice, contact **External Contact Name** at **External Contact Email** or **External Contact Phone Number**.

Thank you for your interest in Federal employment with **Organization Name**.

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## Notice of Referral

### Subject Line

Notice of Referral for **USAJOBS Job Title**, **Announcement Number**

### Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

This is a record of your referral status for the position of **USAJOBS Job Title** with **Customer Name** as detailed in Announcement **Announcement Number**.

#### **Referred Rating Combinations**

If you have been referred to the selecting official for employment consideration, you may be contacted for an interview.

If you have any questions regarding this notice, contact **External Contact Name** at **External Contact Email** or **External Contact Phone Number**.

Thank you for your interest in Federal employment with **Organization Name**.

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## Combined Notice of Results and Notice of Referral

<b>Subject Line</b>
Notice of Results and Referral for <b>USAJOBS Job Title</b> , <b>Announcement Number</b>
<b>Body Text</b>
Dear <b>Applicant's First Name</b> <b>Applicant's Last Name</b> ,
This is a record of the results and referral status for the position of <b>USAJOBS Job Title</b> with <b>Customer Name</b> as detailed in Announcement <b>Announcement Number</b> .
<b>Eligible Rating Combinations</b>
<b>Ineligible Rating Combinations</b>
<b>Referred Rating Combinations</b>
If you have been referred to the selecting official for employment consideration, you may be contacted for an interview.
If you have any questions regarding this notice, contact <b>External Contact Name</b> at <b>External Contact Email</b> or <b>External Contact Phone Number</b> .
Thank you for your interest in Federal employment with <b>Organization Name</b> .
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## Disposition

<b>Subject Line</b>
Outcome of your referral for <b>USAJOBS Job Title</b> , <b>Announcement Number</b>
<b>Body Text</b>
Dear <b>Applicant's First Name</b> <b>Applicant's Last Name</b> ,
This is a record of the selection decision for the position of <b>USAJOBS Job Title</b> with <b>Customer Name</b> as detailed in Announcement <b>Announcement Number</b> .
<b>Not Selected Rating Combinations</b>
Thank you for your interest in Federal employment with <b>Organization Name</b> . We encourage you to go to the USAJOBS website at <a href="https://www.usajobs.gov">https://www.usajobs.gov</a> to view other positions, which may be of interest to you.
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