



USA Staffing®
Great Government Starts Here®

Updated 1.17.2017

Notification Template Examples

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



OPM HR SOLUTIONS
by government, for government


U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Introduction

Templates can be used to streamline and maintain consistent language for applicant and new hire correspondence through the USA Staffing Upgrade. Below are a number of 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 document, etc.). These 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 chartreuse 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 Upgrade, 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
- 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 .

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

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 .

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

Combined Notice of Results and Notice of Referral

Subject Line

Notice of Results and Referral for USAJOBS Job Title , Announcement Number

Body Text

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

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

Eligible Rating Combinations

Ineligible Rating Combinations

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**.

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

Disposition

Subject Line

Outcome of your referral for **USAJOBS Job Title**, **Announcement Number**

Body Text

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

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

Not Selected Rating Combinations

Thank you for your interest in Federal employment with **Organization Name**. We encourage you to go to the USAJOBS website at <https://www.usajobs.gov> to view other positions, which may be of interest to you.

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

Tentative Offer Letter

Subject Line

Tentative Offer for **Position Title**,

Body Text

Dear **First Name** **Last Name**,

Congratulations on this tentative offer of employment with **Agency/Department** in **Duty Location - City**, **Duty Location - State** as a **Position Title**, **Pay Plan** - **Series** - **Grade**, step **[[INSERT STEP]]**, with an annual salary of **Salary**.

This offer is contingent upon your ability to successfully pass a background investigation. You are required by law and regulation to have a background investigation conducted to determine your suitability for Federal employment and for national security purposes, if required by the position. This must be initiated prior to receiving a firm offer of employment.

Your actual entrance-on-duty date will be established after a pre-employment check is completed which will assign you an identity credential and will establish your initial level to Government facilities and information systems. Your full suitability/security clearance investigation, as applicable, may be completed after your entrance-on-duty date. Note, you will be submitting all suitability/security clearance forms through the separate e-QIP system.

This email also serves as your invitation to the USA Staffing entrance-on-duty system and the initiation of the pre-employment screening process. You will utilize your USAJOBS account information to login to the system.

You will complete all forms required for the onboarding process within this system. Once logged in, you will be asked a series of questions and your answers will be used to automatically populate the required forms. All forms assigned to you must be completed, signed and submitted back to the Human Resources Office within the system.

To record your response to this tentative offer and access the entrance-on-duty system, visit: **Tentative Offer URL**

If you have any questions regarding your new position, please contact me at **HR Contact Email** or **HR Contact Phone**.

Respectfully,
HR Contact Name

Official Offer Letter

Subject Line

Official Offer Letter for **Position Title**,

Body Text

Dear **First Name** **Last Name**,

Congratulations! This letter serves as your final job offer and acceptance as a **Position Title**, **Pay Plan**, **Series**, **Grade**, step **[[INSERT STEP]]**, with **Organization Name** in **Duty Location - City**, **Duty Location - State**. You will receive an annual salary of **Salary**.

At this time your projected start date is **Projected Start Date**. **[[INSERT APPROPRIATE POINT OF CONTACT]]** will be contacting you shortly with all orientation procedures and next steps.

We look forward to your arrival and welcome to **Agency/Department State**!

To record your response to this official offer and access the entrance-on-duty system, visit: **Official Offer URL**

If you have any questions regarding your new position, please contact me at **HR Contact Email** or **HR Contact Phone**.

Respectfully,
HR Contact Name