

How to send rejection notices

1. Login to NeoGov with your DHHS e-mail and NeoGov password
2. On the OHC side, click “My List” under the drop down menu from your name in the top right hand corner.

NEOGOV Emily Genier

Post Approvals Admin

Show All Lists in My Department

Referred Lists

1 record found
Page 1 of 1

Req #	Title	Position Code	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred	Status
16-00002	Professional Nurse	60039863	Dept of Health ...	Public Health	French, Keith Trotman, Alma	View	Edit	01/29/16	Archived

Page 1 of 1

Company Information | Privacy Policy | Legal Terms

Copyright © 2016 NEOGOV, Inc. All rights reserved. Patent Pending.

Click “View” under Candidates to bring up referred list

3. Click the “Rejected” tab
4. Check the box at the top left hand side next to “Name” to select all candidates
5. Select “E-mail Notify” from the drop down menu, click “Go”

NEOGOV Emily Genier

Post Approvals Admin

Referred Candidate

Requisition #	16-00002	Job Type	Permanent Full-Time
Requisition Title	Professional Nurse	Vacancies	1
Working Title	Public Health Infectious Disease Nurse	HR Analyst	Genier, Emily
Department	Dept of Health and Human Services	HR Analyst Phone	919-855-4934
Division	Public Health	HR Liaison	Genier, Emily
Positions	60039863	HR Liaison Phone	919-855-4934

Comments: 01/29/16 (E. Genier): Alma, you have four veterans and one RIF candidates. Candidates that are currently registered and have at least 3+ years of public health....let me know what your thoughts are

Show List View

Referred (0)	Interview Scheduled (0)	Offer Pending (0)	Hired (1)	Rejected (9)	Rejection Pending (0)							
Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Flg Comments	Referral Expires	Rejection
<input checked="" type="checkbox"/>	Cam, Candy	View		16-00002	01/29/16	N/A						Edit
<input checked="" type="checkbox"/>	Clinton, Hillary	View	P (828) 433-1177 A (828) 443-1991	16-00002	01/29/16	N/A	No	No	Yes			Edit
<input checked="" type="checkbox"/>	Cloney, Rosemary	View		16-00002	01/29/16	N/A	Yes	Yes	Yes			Edit
<input checked="" type="checkbox"/>	Flintstone, Fred	View		16-00002	01/29/16	N/A	No	No	No			Edit
<input checked="" type="checkbox"/>	Pan, peter	View		16-00002	01/29/16	N/A						Edit
<input checked="" type="checkbox"/>	Pancakes, Buttermilk	View		16-00002	01/29/16	N/A						Edit
<input checked="" type="checkbox"/>	Please, Pick Me	View		16-00002	01/29/16	N/A						Edit
<input checked="" type="checkbox"/>	Poppins, Mary	View		16-00002	01/29/16	N/A			Yes			Edit
<input checked="" type="checkbox"/>	Simpson, Homer J	View	P (919) 321-6543	16-00002	01/29/16	N/A						Edit

9 Records Found

Page 1 of 1

Company Information | Privacy Policy | Legal Terms

Copyright © 2016 NEOGOV, Inc. All rights reserved. Patent Pending.

How to send rejection notices

6. Select the template you want to send
7. Select "Generate Notices"

The screenshot shows the NEOGOV interface for a requisition titled "16-00002 - Professional Nurse". The "Disposition" is "Withdrawn from consideration" and the selected template is "Will Test OOS Rejection". A table lists candidates with their status and the time they received the notice. A blue arrow points to the "Generate Notices" button.

Candidate	Person ID	Email	Date & Time Received
Pancakes, Buttermilk	5325386	jj@gmail.com	01/29/16 02:23 PM

Candidate	Person ID	Email	Date & Time Received
Cain, Candy	5304837	None - notice will not be sent	01/29/16 02:07 PM
Clinton, Hilary	5325378	hshopal@bellsouth.net	01/29/16 02:25 PM
finstone, fred	5326546	None - notice will not be sent	01/29/16 02:30 PM
Pan, peter	5325400	peter.pan@gmail.com	01/29/16 02:28 PM
Please, Pick Me	5353855	pickme@gmail.com	01/29/16 02:28 PM
Poppins, Mary	5324981	mary.poppins@gmail.com	01/29/16 02:29 PM
Simpson, Homer	5341932	greg.chavez@dhr.nc.gov	01/29/16 02:35 PM

Candidate	Person ID	Email	Date & Time Received
Cloney, Rosemary	5325227	None - notice will not be sent	01/29/16 02:20 PM

Generate Notices

8. Click "Send"
9. System will let you know that the notices were sent via e-mail. If a candidate chose not to receive e-mail notices, the screen will say **None-notice will not be sent**, under the candidates e-mail column.

[View Referred Candidates](#)

Requisition: 16-00002 - Professional Nurse

➡ Emails sent successfully.

Template: Will Test OOS Rejection

Candidate	Person ID	Email	Date & Time Received
Pancakes, Buttermilk	5325386	jj@gmail.com	01/29/16 02:23 PM