

## Recruitment Email Alerts

**Module:** Recruitment

**Feature Release Date -:** 08-SEP-2022

We have introduced 3 additional Email Alerts in the system. Details are as follows:

- **Reminder Email to the Candidate Prior Joining (X Days Before) –:**

This Email was designed to send a reminder mail to the Candidate before joining the company. This email will be triggered ONLY to the Candidate (TO : Candidate). User can define the No. of days before which the email has to be triggered in the front end as per the screenshot below.

### How to Enable this Email?

Go to Setup Circle → Recruitment and Onboarding → System Configuration

Do you want to enable Notification To Candidate Prior Joining (X Days Before) ?

**Note:** If the value is set as **0** then the email will be DISABLED.

Below is the Sample Email Output. Candidate Name will be displayed as defined in the Employee master database.

Dear [[Candidate Name]]

We look forward to your first day.

Please reach the office premise by 09:30 AM.

Please bring the following documents with you for your onboarding.

- 1.Signed offer letter or offer acceptance email along with DOJ.
- 2.10th to the highest education qualification marks card of all semesters with pass certificate (which will include seat no., roll no. or registration number.)
- 3.Last 7 years' employment record – Relieving letter / Service certificate with employee code.
- 4.Last 7 years' employment record – Last 3 months pay slips of previous organisation.
- 5.Proof of residence (Current and Permanent)
- 6.National ID – Adhaar Card with number.
- 7.Passport size photograph with a grey background in 300 DPI (3 Hard Copies and 1 Soft Copy in JPG Format)

We look forward to seeing you at the office! Do reach out to us if you have any questions.

HR Team

- **Reminder Email to the Candidate Asset owner (X Days Before) –:**

This Email alert has been developed to send reminder email to the Asset Owner defined, Employee details will be sent to the asset owner in Tabular format as displayed in the screenshot below. The emails will be triggered to each of the Asset Owner (TO : Asset Owner).

Configuration is available in the front end to enable this email alert; the user can define the No. of days prior to which the email has to be triggered as well.

#### **How to Enable this Email?**

Go to Setup Circle → Recruitment and Onboarding → System Configuration

Do you want to enabled Candidate Asset Owner Email (X Days Before) ?

Note: If the value is set as **0** then the email will be DISABLED.

Below is the Sample Email Output.

#### **Dear Team**

Please note that we have joining us new employees.

We request you to make the necessary arrangements at your end to ensure a seamless onboarding experience.

The employee details are given below:

Candidate ID	Candidate Name	Date Of Joining	Mobile Number	Email ID
60760	Vidhi R Thakur	29 Sep 2022	9768545324	vidita.sheth@cnergyis.com
61525	Falgun S M	29 Sep 2022	9167234011	fm@gmail.com

HR Team

- **Reminder Email to the Employee to Upload onboarding Documents –:**

This Email was designed to send reminder email to the New joiners/Existing employees to upload his/her Documents. Once the candidate's employee code and official email id is created and updated in the system, this email will be triggered until all the documents are successfully uploaded under the Documents Section.

This email is sent out to the Employee (TO: Employee and CC: Recruiter).

Configuration is available in the front end to enable or disable the email alert.

#### **How to Enable this Email?**

Go to Setup Circle → Recruitment and Onboarding → System Configuration

Do you want to Remind to Employee To Upload Documents ?	<input type="checkbox"/>
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Below is the Sample Email Output.

**Dear [[Employee Name]]**

We are requesting you to Please upload the below document ASAP.

Sr.	Document List	Application Stage Name
1	Marksheet Cert	OnBoarding
2	Medical Certificate	OnBoarding

HR Team

#### **Important Note:**

- The email scheduler for all the above emails will run every day after 12 AM, the schedule cannot be modified/customized.
- We currently do not have a front end to customize the Email Template as of now, this will be considered in the Road Map.