

Email Notifications to Candidates Not Selected

The table below contains the list of disposition reasons and details regarding email notifications, if applicable. If you do not wish to notify candidates through an automatic email notification, please select a disposition reason that does not send an email. When you select a reason that has an email notification, the email will be sent immediately.

| Disposition Reason | Email Subject | Email Body |
|--|------------------------|--|
| Does not meet job qualifications (send notification) | Job Application Update | Hello - Thank you for your interest in the job listed below. We regret to inform you that you have not been selected for this position. Best wishes in your job search. Sincerely, "Primary Recruiter" |
| Not selected (send notification) | Job Application Update | Hello - Thank you for your interest in the job listed below. We regret to inform you that you have not been selected for this position. Best wishes in your job search. Sincerely, "Primary Recruiter" |
| Change in interest/availability is not a match | | Will NOT send an email to the candidate |
| Not selected | | Will NOT send an email to the candidate |

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|---|------------------------|--|
| Unable to contact candidate (send notification) | Job Application Update | <p>Hello -</p> <p>We have been unable to contact you regarding your application for the job listed below. Based on this, we assume that you are not interested in the job opportunity, and therefore will no longer be considered for this job.</p> <p>Best wishes in your job search.</p> <p>Sincerely, "Primary Recruiter"</p> |
| No show for interview (send notification) | Job Application Update | <p>Hello -</p> <p>You did not show up for your scheduled interview. Based on this, we assume that you are not interested in the job opportunity, and therefore you will no longer be considered for this job.</p> <p>Best wishes in your job search.</p> <p>Sincerely, "Primary Recruiter"</p> |
| Candidate withdrew | | Will NOT send an email to the candidate |
| Declined offer | | Will NOT send an email to the candidate |
| Requisition canceled | | Will NOT send an email to the candidate |



Notifications are sent immediately when a candidate is dispositioned to a reason with a notification and cannot be edited within Workday. If you prefer to write your own message to a candidate, select a reason without a notification and email candidates directly outside of Workday.