

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	<p>Hello -</p> <p>Thank you for your interest in the job listed below. We regret to inform you that you have not been selected for this position.</p> <p>Best wishes in your job search.</p> <p>Sincerely, "Primary Recruiter"</p>
Not selected (send notification)	Job Application Update	<p>Hello -</p> <p>Thank you for your interest in the job listed below. We regret to inform you that you have not been selected for this position.</p> <p>Best wishes in your job search.</p> <p>Sincerely, "Primary Recruiter"</p>
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
Candidate withdrew		Will NOT send an email to the candidate

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Unable to contact candidate (send notification)	Job Application Update	Hello - 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. Best wishes in your job search. Sincerely, "Primary Recruiter"
No show for interview (send notification)	Job Application Update	Hello - 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. Best wishes in your job search. Sincerely, "Primary Recruiter"
Declined offer		Will NOT send an email to the candidate
Requisition canceled		Will NOT send an email to the candidate
Hired outside of requisition		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.