



Applicant Tracking System: Applicant Workflow & System Generated Email

Workflow Status	Required/Optional	System Generated Email	Text of Email
Applicant will not be selected for an Interview	Required	Yes	<p><u>Subject: Your Recent Application for Employment at Penn</u></p> <p>Dear (Applicant first name):</p> <p>Thank you for your interest in the (job posting name) at (School Name) at the University of Pennsylvania. We appreciate your application. Unfortunately, there are other candidates whose background, education, and experience more closely meet the requirements of this position.</p> <p>We would like to encourage you to visit https://jobs.hr.upenn.edu and to apply to other positions that may be a match for your skillset. As part of the University of Pennsylvania's commitment to recruitment, retention and development of a highly qualified, committed and diverse group of individuals to support our mission, the site is updated daily. So, visit often!</p> <p>People are our highest priority at Penn. Thank you for your interest and we wish you the best in your efforts to find a rewarding position.</p>

Workflow Status	Required/Optional	System Generated Email	Text of Email
Application Received, still pending	Optional	Yes	<p><u>Subject: University of Pennsylvania Employment Application Status</u></p> <p>Dear (Applicant First Name),</p> <p>Thank you for your continued interest in (posting job title) in (school name). Your application is still under review by the Hiring Officer. If he/she is interested in your candidacy, you will be contacted. To check the status of your application for this job or any others for which you have applied, log into your user account at http://jobs.hr.upenn.edu and click the link for "your applications".</p> <p>We appreciate your patience and wish you the best in your job search.</p>
Applicant will be selected for an interview	Optional	Yes	<p><u>Subject: University of Pennsylvania Employment Application- Interview Request</u></p> <p>Dear(Applicant First Name):</p> <p>Thank you for your continued interest in (job posting title) in (school name). We are pleased to inform you that the Hiring Officer has reviewed your background against the specifications of the position and he/she will contact you directly to schedule an interview.</p> <p>Learn more about the University, its schools and departments by visiting our website www.upenn.edu. You can also learn more about the many benefits of working at Penn through the Human Resources website, http://www.upenn.edu/services/hrempp.php.</p> <p>We wish you best of luck in the interview process.</p>

Workflow Status	Required/Optional	System Generated Email	Text of Email
Applicant may be selected for an interview	Optional	Yes	<p><u>Subject: University of Pennsylvania Employment Application- May be Interviewed</u></p> <p>Dear (Applicant First Name):</p> <p>Thank you for your continued interest in (job posting title) in (school name).). Your application is still under review by the Hiring Officer. If he/she is interested in your candidacy, you will be contacted. To check the status of your application for this job or any others for which you have applied, log into your user account at http://jobs.hr.upenn.edu and click the link for "your applications".</p> <p>We appreciate your patience and wish you the best in your job search.</p>
Interviewed	Required	No	<p>There are no system generated emails for these statuses. At this point, it is incumbent upon the department to contact the candidate directly.</p>
Interviewed – not hired	Required	No	
Finalist	Required	No	
Finalist – not hired	Required	No	
Hired			