

# Beyond - Automatic Job Application Receipt

Last Modified on 10/30/2024 9:43 am CDT

## Overview

Candidates that have applied for a job through the Job Board, Job Board via WebCenter, and/or Buzz will automatically receive a job receipt email.

**\*Note\*** For Self-Hosted clients, your JobBoard will need to be configured to communicate with the TempWorks Open API.

For more information and assistance, please contact your TempWorks Account Manager.

This article covers the following:

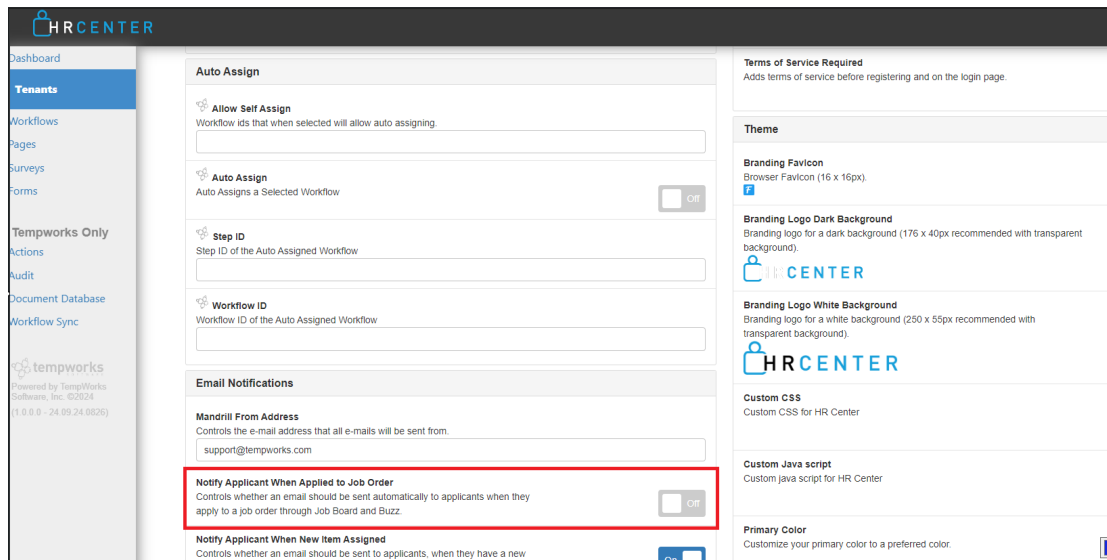
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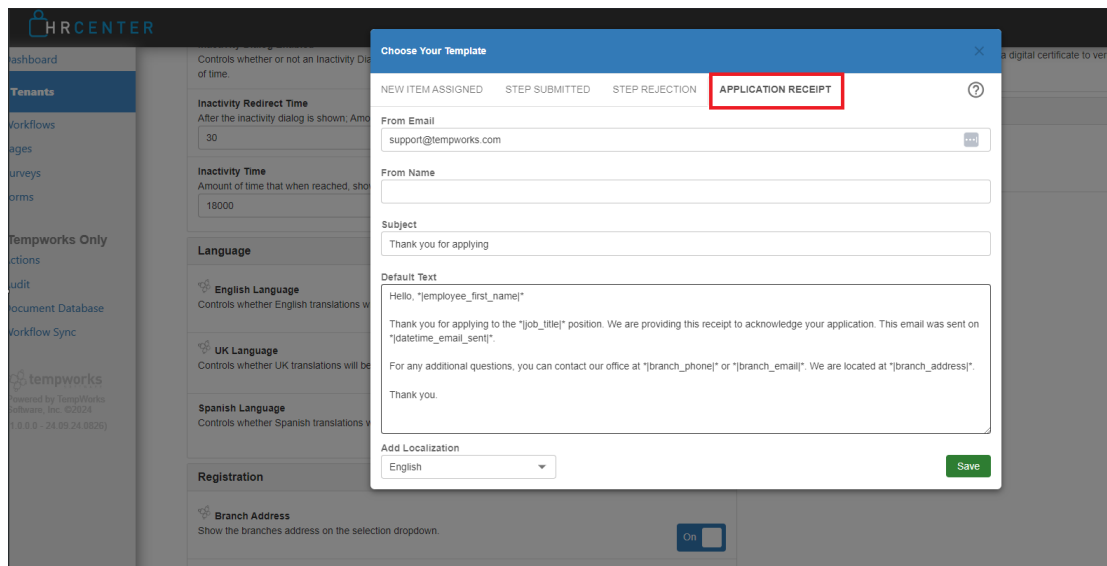
## How to Setup the Automatic Job Application Receipt

Setup for this is completed through HRCenter and the "Notify Applicant When Applied to Job Order" tenant configuration.

Navigate to HRCenter Admin > Tenants > Email Notifications > Notify Applicant When Applied to Job Order > "On":



Once the configuration has been enabled, you can view the new default HRCenter email template that will be used for the automatic job receipt via HRCenter Admin > Tenants > Email Templates > Modify Templates > Application Receipt:



**\*Note\*** The following fields are able to be used within the "Application Receipt" HRCenter email template:

- "branch\_address"
- "branch\_email"
- "branch\_name"
- "branch\_phone"
- "datetime\_email\_sent"
- "employee\_email"
- "employee\_first\_name"
- "employee\_id"
- "employee\_last\_name"



- **Date Job Receipt Email Queued:** Shows the date and time the email was queued.
- **Job Receipt Email Queued Successfully:** Will turn **green** if sent successfully. It will turn **red** if failed to queue.

**\*Note\*** Even when the email is shown as being queued successfully does not mean it was sent to the candidate. This is indicating it was sent from the TempWorks mail provider successfully.

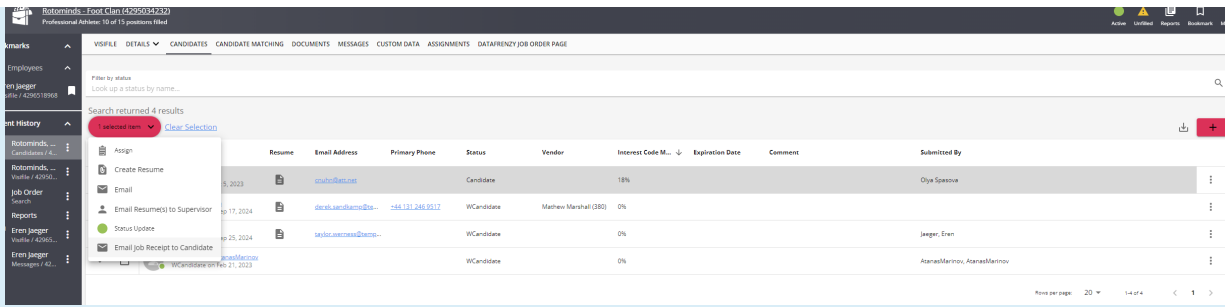
Employee	Resume	Email Address	Primary Phone	Status	Vendor	Interest Code M...	Expiration Date	Com...	Submitte...	Date Job Receipt Email Queued	Job Receipt Email Queued Successfully
<input type="checkbox"/>		<a href="#">Taylor.Wentzel@Temp...</a>		WCandidate		0%				October 8th 2024 2:43 PM	

**\*Note\*** The "Date Job Receipt Email Queued" and "Job Receipt Email Queued Successfully" columns are **not** shown by default.

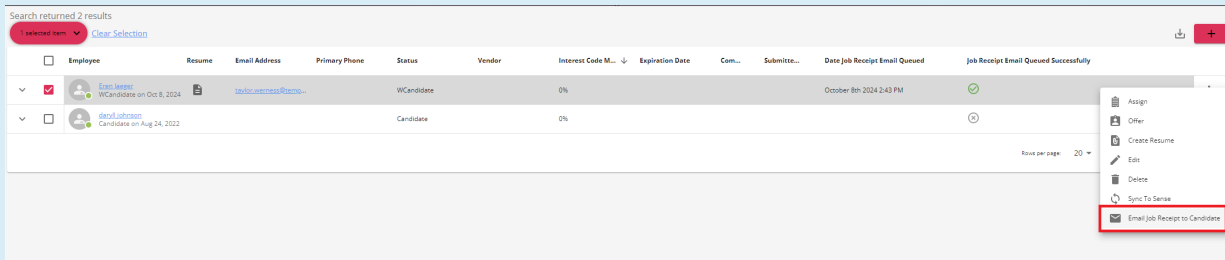
Right-click on the header and select them from the list to add them to the Candidates header moving forward:

Employee	Resume	Email Address	Primary Phone	Status	Vendor	Interest Code M...	Expiration Date	Com...	Submitte...	Date Job Receipt Email Queued	Job Receipt Email Queued Successfully
<input type="checkbox"/>		<a href="#">Taylor.Wentzel@Temp...</a>		WCandidate		0%				October 8th 2024 2:43 PM	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<a href="#">David Johnson</a>		Candidate		0%					<input type="checkbox"/>

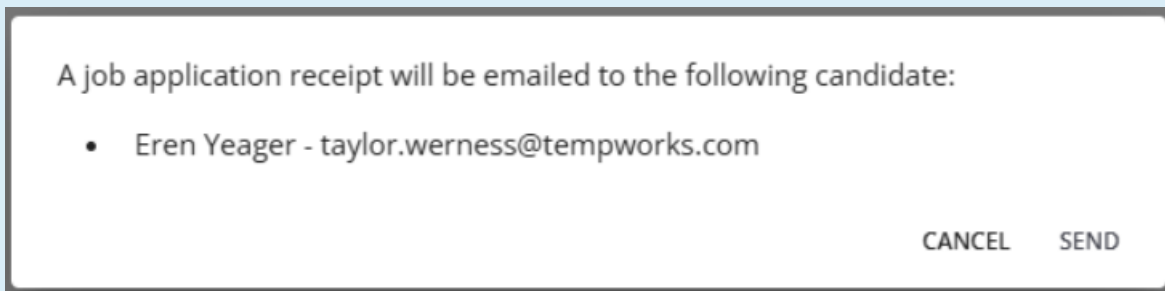
**\*Note\*** While this process is intended to be fully automatic, you can also manually send a job receipt to a candidate by navigating to the Job Order > Candidates > Select a candidate(s) from the list > Select the drop-down menu > Select "Email Job Receipt to Candidates":



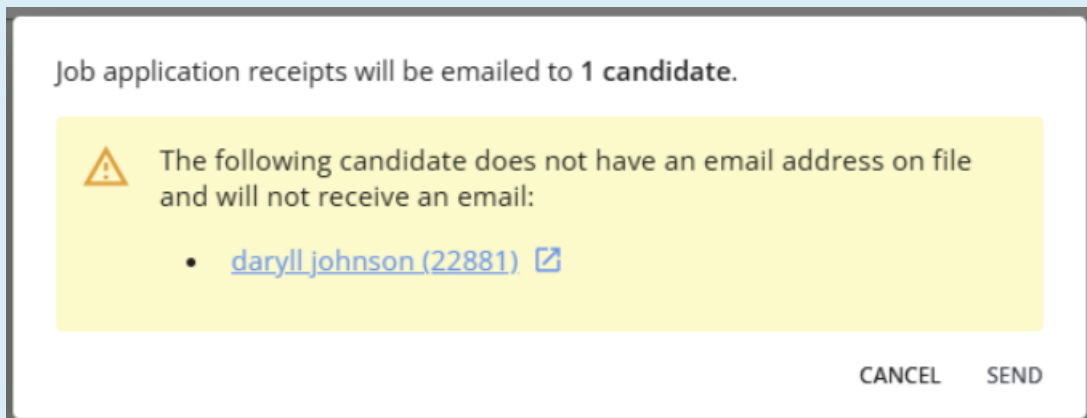
Alternatively, you can send it via the three dots on the right-hand side of the candidate's row:



Before sending the email, you will receive a pop-up message indicating which recipients the email send to:



If the recipient does not have a valid email address on their record, the system will allow you to navigate to that employee record and add/update the email address to allow you to send the receipt:



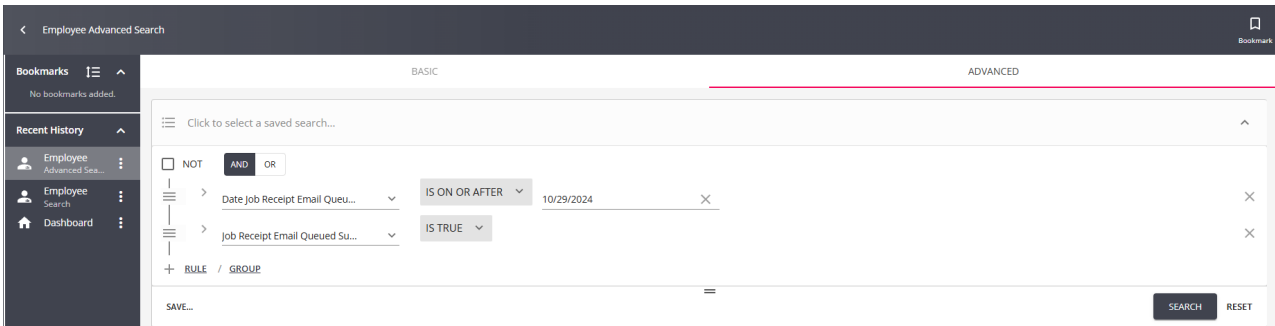
Once the email is sent, a message is logged on the employee record within Beyond.

## Searching and Reporting

## Advanced Search Fields

The following search fields have been added to the Employee and Job Order Advanced Search:

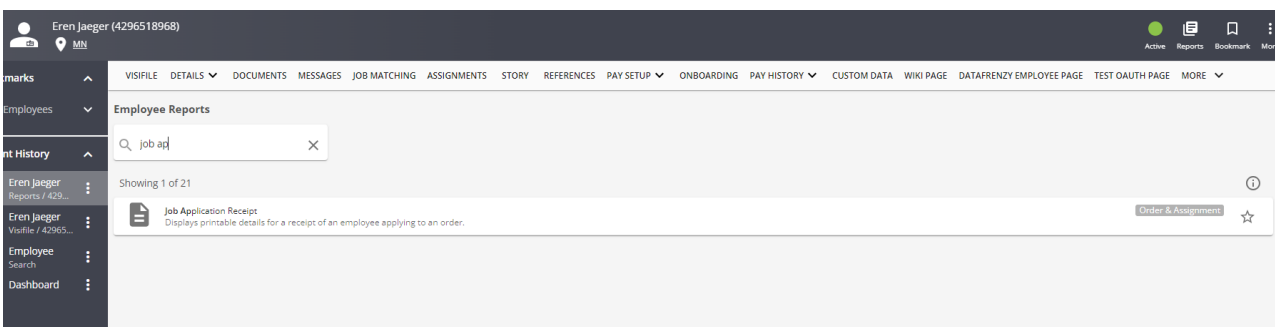
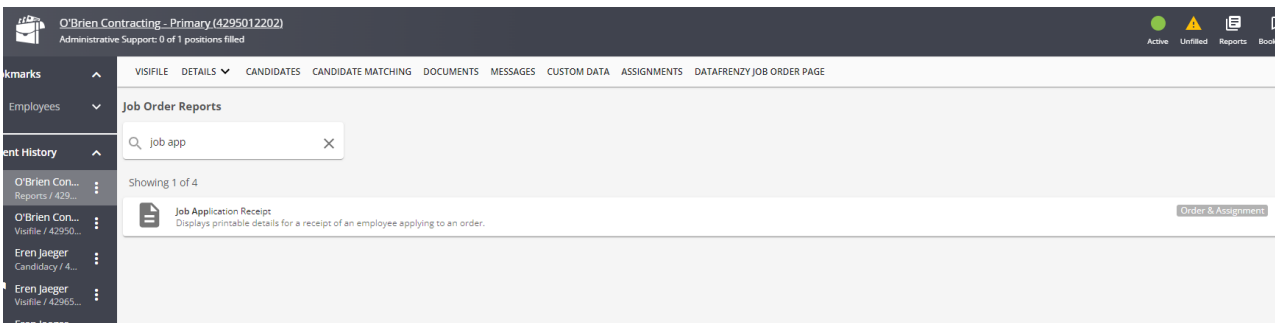
- “Date Job Receipt Email Queued”
- “Job Receipt Email Queued Successfully”



## Job Application Receipt Report

The “Job Application Receipt” report has also been added, allowing you an additional option to manually send a job receipt to a candidate.

This report can be accessed within both the Job Order and Employee reports:



Upon opening the report, enter in the Job Order ID and/or Employee ID (Aident) and select "View Report":

#### JOB APPLICATION RECEIPT

Employee Name: Eren Jaeger

Job Title Applied For: Professional Athlete

Time and Date Employee Notified: 9/27/2024 4:13:00 PM UTC Time.

We are providing this receipt to acknowledge your application from our physical location, though you have not been placed on assignment at this time.

Should you have any additional questions, feel free to reach out to us by phone at [Missing Branch Phone] or email at [Missing Branch Email]. Our branch address is located at [Missing Branch Address].

We encourage you to continue applying with us and thank you for your time.

The report can then be printed and handed to the candidate if required.

## Troubleshooting

Please validate the following in the event candidates are not receiving the automatic job receipt emails:

1. Verify the "Notify Applicant When Applied to Job Order" configuration is enabled within HRCenter Admin.
2. Verify the "Application Receipt" HRCenter email template contains the appropriate fields.
3. Verify the candidate has a valid email address listed within their record.
4. Verify the candidate is checking their "spam" folder within their email client.
5. Verify the candidate is not blocking the TempWorks email provider.

## Related Articles