Beyond - Automatic Job Application Receipt

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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:

- 1. How to Setup the Automatic Job Application Receipt
- 2. Sending the Automatic Job Application Receipt
- 3. Searching and Reporting
- 4. Troubleshooting

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":

HRCENTER	र		
ashboard	Auto Assign		Terms of Service Required Adds terms of service before registering and on the login page.
Tenants			Adds terms of service before registering and on the login page.
/orkflows	⁶ Allow Self Assign Workflow ids that when selected will allow auto assigning.		Theme
iges			
urveys	💖 Auto Assign		Branding Favlcon Browser Favlcon (16 x 16px).
orms	Auto Assigns a Selected Workflow	on	
empworks Only	vý Step ID		Branding Logo Dark Background Branding logo for a dark background (176 x 40px recommended with transparent
ctions	Step ID of the Auto Assigned Workflow		background).
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ocument Database	영 Workflow ID		Branding Logo White Background
orkflow Sync	Workflow ID of the Auto Assigned Workflow		Branding logo for a white background (250 x 55px recommended with transparent background).
			HRCENTER
stempworks	Email Notifications		HRCENTER
owered by TempWorks oftware, Inc. ©2024 1.0.0.0 - 24.09.24.0826)			Custom CSS Custom CSS for HR Center
	Mandrill From Address Controls the e-mail address that all e-mails will be sent from.		
	support@tempworks.com		Custom Java script
	Notify Applicant When Applied to Job Order		Custom Java script Custom Java script for HR Center
	Controls whether an email should be sent automatically to applicants when they apply to a job order through Job Board and Buzz.	mo	
	Notify Applicant When New Item Assigned		Primary Color Customize your primary color to a preferred color.
	Controls whether an email should be sent to applicants, when they have a new	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:

HRCENTER	2		
ashboard	Controls whether or not an Inactivity Dia of time.	Choose Your Template	A digital certificate to ve
	Inactivity Redirect Time	NEW ITEM ASSIGNED STEP SUBMITTED STEP REJECTION APPLICATION RECEIPT	?
Vorkflows	After the inactivity dialog is shown; Amo	From Email	
ages	30	support@tempworks.com	
urveys	Inactivity Time Amount of time that when reached, show	From Name	
orms	18000	Subject	
Tempworks Only	Language	Thank you for applying	
udit locument Database	Senglish Language Controls whether English translations w	Default Text Hello, "jemployee_first_name!" Thank you for applying to the "job_title!" position. We are providing this receipt to acknowledge your application. This email was sent	
Vorkflow Sync	UK Language Controls whether UK translations will be	"IdateIme_email_sent". "IdateIme_email_sent". For any additional questions, you can contact our office at "[branch_phone]" or "[branch_email]". We are located at "[branch_address	
	Spanish Language Controls whether Spanish translations v	Thank you.	
		Add Localization	ave
	Registration	erilginori	
	Branch Address Show the branches address on the selec	tion dropdown.	
	Custom Empil Toxt		

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"

- "employee_phone"
- "job_order_id"
- "job_title"
- "UserName"
- "recruiter_email"
- "recruiter_name"
- "recruiter_phone"

For more information on HRCenter email template fields, please see the article titled How to Set up HRCenter Email Templates.

Once the configuration and email template have been setup as intended within HRCenter Admin, the emails are ready to be sent to candidates.

Sending the Automatic Job Application Receipt

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 The job receipt email is automatically sent to the candidate upon selecting the "Apply Now" option within the Job Board, Job Board via WebCenter, and/or Buzz and after registering/logging into HRCenter. The candidate does **not** need to complete the HRCenter workflow for the job receipt email to be sent.

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

	Job Receipt Sent: 10: 80:, 2-42 PM Helio, Eren
	Thank you for applying to the Unknown position. We are providing this receipt to acknowledge your application. This email was sent on 10/8/2024 07:43:31 PM UTC Time.
	For any additional questions, you can contact our office at 651-452-4366 or : We are located at 00000000000000000000000000000000000
	Thank you.
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ger, Ere	

Note The default Message Action Code being utilized for the Automatic Job Application Receipt is "Job Receipt Sent". If you would like this updated to a different Message Action Code, please contact TempWorks Support.

Within the Job Order > Candidates tab, you will be able to see the following columns:

- 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.

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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:



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 dropdown menu > Select "Email Job Receipt to Candidates":

Professional Athles	te: 10 of 15 positions filled											ACIM	e Unfilled Reports Bo
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Alternatively, you can send it via the three dots on the right-hand side of the candidate's row:

	returned 2 results											ٹ ا
	Employee	Resume	Email Address	Primary Phone	Status	Vendor	Interest Code M., ψ Expiration Date	Com	Submitte	Date Job Receipt Email Queued	Job Receipt Email Queued Successfully	
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												 Sync To Sense Email Job Receipt to Ca

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

A job application receipt will be emailed to the following candidate:

Eren Yeager - taylor.werness@tempworks.com

CANCEL SEND

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:

Job application receipts will be emailed to 1 candidate.

The following candidate does not have an email address on file and will not receive an email:

• daryll johnson (22881)

CANCEL SEND

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"

C Employee Advanced Se	arch	Д Боллан
Bookmarks ‡Ξ ^	BASIC	ADVANCED
No bookmarks added. Recent History	:= Click to select a saved search	^
● Employee • ● Employee • ● Search • ↑ Dashboard •	□ NOT AND OR □ > Date Job Receipt Email Queu > IS ON OR AFTER ~ 10/29/2024 > □ > Job Receipt Email Queued Su > IS TRUE ~ 10/29/2024 > □ > Job Receipt Email Queued Su > IS TRUE ~ 10/29/2024 > + RULE / SROUP IS TRUE ~ IS TRUE ~	×
	SAVE	SEARCH RESET

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:

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Reports / 42 Eren Jaege Visifile / 429	er :	B	Job Application Displays prints	n Receipt able details for a re	ceipt of an e	employee applying	to an order.									Order	& Assignm	ant 🕁
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Upon opening the report, enter in the Job Order ID and/or Employee ID (Aident) and select "View Report":



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