

USA Staffing[®] Notification Template Examples

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Table of contents

Introduction	2
Technical guidance	3
Job application status notifications.....	4
New hire notifications.....	10
Additional recommendations.....	13

Introduction

Enhance your federal agency’s reputation

Your federal agency’s brand and hiring efforts can be positively impacted by content in notifications such as job application statuses and new hire emails.

USA Staffing provides template functionality to help you streamline and maintain consistent language for applicants and new hire correspondence. You can use the template examples below as they are, modify them, or use your own templates to ensure you are reflecting your best hiring strategies.

Job application status notifications

Please note that the job application status email templates below have been updated based on comprehensive customer research with job seekers, applicants and new hires.


New hire notifications

These notifications remain the same as in the last edition of this document.

Additional notifications

We encourage you to build additional templates in USA Staffing. Additional template can help you further streamline and improve the quality of communications with job applicants and new hires. Templates might include new hire check-ins, cancelling a vacancy, failure to receive required documents, etc.

When creating custom templates or reviewing the samples below, please note the following:

- A light green text image represents a data insert (e.g., **Customer Name**). A data insert retrieves information from the system and populates that information into the notification.
 - Data inserts will not automatically transfer when you copy and paste the data below. To add a data insert in USA Staffing, click and drag the intended data insert from the Available Data Inserts list and drop in the desired location.
 - More information about data inserts may be found at: <https://support-usastaffing.opm.gov/hc/en-us/articles/45424441059091-Available-Data-Inserts>
- Custom, Tentative Offer, and Final Offer Notification Types allow an HR User to edit content prior to sending the notification to the applicant or new hire. All other standard notification types cannot be edited by an HR User.
- Red text enclosed by two brackets represents placeholder or instructional text that must be addressed by a user before posting (e.g., **[INSERT AT LEAST ONE LINE EXPLAINING POSITION]**).
 - If a custom or offer letter notification requires placeholder or instructional text for the HR User, insert placeholder text by clicking the Placeholder text icon (e.g., **[P]**), add the instructional text in the Placeholder Properties window, and click OK.
- Blue underlined text represents a hyperlink to a website (e.g., <https://www.usajobs.gov/>).
 - To create a hyperlink, highlight the text, click the Link icon (e.g., ) , insert the appropriate URL, and click OK.

Job application status notifications

Application Received

Subject Line

Thank you for applying for **USAJOBS Job Title**, **Announcement Number**

Body Text

Dear **Applicant's First Name**, **Applicant's Last Name**,

Thank you for your application for the **USAJOBS Job Title** position with **External Customer Name** (job announcement number: **Announcement Number**). We appreciate your time and interest in the position.

What happens next?

- We will review all applications once the job announcement closes **Close Date**. The review may take several weeks and include a comprehensive review of each application, including resumes, documents and assessment responses.
- After this step, you will receive an email stating whether or not your application passed the initial review and could be sent to the hiring manager for their consideration.
- You can check the status of this job application by signing into [USAJOBS.gov](https://www.usajobs.gov) and visiting the **My jobs** section.
- Double-check your submitted application. Take a moment to review the job announcement. Confirm that you followed all instructions and uploaded all required documents. You can update your application up until the closing date of the job announcement.
- If you have questions about this position, please contact **External Contact Name**, **External Contact Email**.

Thank you for your interest in federal employment with **Organization Name**.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

Notice of Results

Subject Line

Update on your job application for **USAJOBS Job Title**, **Announcement Number**

Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

Thank you for applying for the **USAJOBS Job Title** job with **Customer Name** (job opportunity announcement: **Announcement Number**).

HR completed the first step of reviewing applications for requirements as listed in the job opportunity announcement. Here are the results of your application review:

Eligible Rating Combinations

Ineligible Rating Combinations

If you see multiple bullets listed above, each one represents a different grade or location that your application was considered for.

What happens next?

- **If you are ineligible:** Unfortunately, we will not send your application to the next step in the process because it did not meet the minimum requirements listed in the job announcement. We will not send you further updates about this application. We sincerely appreciate your interest and encourage you to apply for future opportunities with us that align with your experience and skills.
- **If you are eligible:** We will review your qualifications and any preference claims based on the job announcement. You will receive another email letting you know if your qualifications and your application rating fall within the range of candidates that we can send to the hiring manager.
- **For more information,** go to your job application status page by signing into [USAJOBS.gov](https://www.usajobs.gov) and visiting **My jobs**.
- **If you have any questions about this message,** contact **External Contact Name** at **External Contact Email**.

Thank you for your interest in federal employment with **Organization Name**.

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Notice of Referral

Subject Line

Update on your job application for **USAJOBS Job Title**, **Announcement Number**

Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

We are writing with an update on your application for the **USAJOBS Job Title** position with **Customer Name** (Announcement Number **Announcement Number**).

HR completed the second step of reviewing applications. Here is an update on your application:

Referred Rating Combinations

If you see multiple bullets listed above, each one represents a different grade or location that your application was considered for.

What happens next?

- **If you were eligible but not referred:** Unfortunately, your qualifications and application rating did not fall within the range of candidates that HR can send to the hiring manager. Your application will not move forward at this time. Later in the process, hiring managers occasionally request another list of qualified candidates. If that happens, and you are included, you will be contacted.
- **If you were eligible and referred:** Your application was sent on a list to the hiring manager for review and consideration. You may or may not be contacted for an interview. Final decisions vary by position and hiring manager. Regardless of the outcome, you will receive an email once the hiring process is complete.
- **For more information,** go to your job application status page by signing into [USAJOBS.gov](https://www.usajobs.gov) and visiting **My jobs**.
- **If you have any questions about this message,** contact **External Contact Name** at **External Contact Email**.

Thank you for your interest in federal employment with **Organization Name**.

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Combined Notice of Results and Notice of Referral

Subject Line

Update on your job application for **USAJOBS Job Title**, **Announcement Number**

Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

Thank you for applying for the **USAJOBS Job Title** job with **Customer Name** (**Announcement Number**).

HR completed reviewing applications for requirements as listed in the job opportunity announcement. Here are the results of your application review:

Eligible Rating Combinations

Ineligible Rating Combinations

Referred Rating Combinations

If you see multiple bullets listed above, each one represents a different grade or location that we considered your application.

What happens next?

- **If you were not eligible or qualified:** Unfortunately, we will not send your application to the next step in the process because it did not meet the minimum eligibility or qualifications requirements listed in the job announcement. We will not send you further updates about this application. We sincerely appreciate your interest and encourage you to apply for future opportunities with us that align with your experience and skills.
- **If you were eligible but not referred:** Unfortunately, your application rating did not fall within the range of candidates that HR can send to the hiring manager. Your application will not move forward at this time. Later in the process, hiring managers occasionally request another list of qualified candidates. If that happens, and you are included, you will be contacted.
- **If you were eligible and referred:** Your application was sent to the hiring manager for review. You may or may not be contacted for an interview. Final decisions vary by position and hiring manager. Regardless of the outcome, we will email you once the hiring process is complete.
- **For more information,** go to your job application status page by signing into [USAJOBS.gov](https://www.usajobs.gov) and visiting **My jobs**.
- **If you have any questions about this message,** contact **External Contact Name** at **External Contact Email**.

Thank you for your interest in federal employment with **Organization Name**.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

Disposition (single rating combination)

Subject Line

Final Decision for **USAJOBS Job Title** at **External Customer Name**

Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

Thank you for your time and interest in the **USAJOBS Job Title** position advertised by **External Customer Name** for announcement number **Announcement Number**.

While your application was forwarded to the hiring manager, we regret to inform you that you were not selected for this position.

We arrived at this final decision after a comprehensive review of each applicant's materials, including resumes, assessment responses, and in some cases an interview. If more positions of the same type become available, federal agencies may consider your application again.

We appreciate your interest and wish you success in your career search. You can learn more and apply for future roles with us by visiting USAJOBS.gov.

For more information, go to your job application status page by signing into USAJOBS.gov and visiting **My jobs**.

If you have any questions about this message, contact **External Contact Name** at **External Contact Email**.

Sincerely,

External Contact Name

External Contact Email

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Disposition (multiple rating combinations)

Subject Line

Final Decision for **USAJOBS Job Title** at **External Customer Name**

Body Text

Dear **Applicant's First Name** **Applicant's Last Name**,

Thank you for your time and interest in the **USAJOBS Job Title** position advertised by **External Customer Name** for announcement number **Announcement Number**.

While your application was sent to the hiring manager, unfortunately, you were not selected for this job.

Not Selected Rating Combinations

If you see multiple bullets listed above, each one represents a different grade or location we considered your application for.

We arrived at this final decision after a comprehensive review of each applicant's materials, including resumes, assessment responses and, in some cases, an interview. If more positions of the same type become available, federal agencies may consider your application again.

We appreciate your interest and wish you success in your career search. You can learn more and apply for future roles with us by visiting USAJOBS.gov.

Sincerely,

External Contact Name

External Contact Email

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New hire notifications

Invitation Letter

Subject Line

Invitation for **Position Title**

Body Text

Dear **First Name** **Last Name**,

This notification serves as an invitation to submit additional information and/or documents to the **Agency/Department** for the **Position Title**, **Pay Plan**, **Series**, **Grade** in **Duty Location - City**, **Duty Location - State**.

A background investigation must be conducted to determine your suitability for Federal employment and for national security purposes in advance of the Tentative Job Offer being extended.

This email also serves as your invitation to the USA Staffing entrance-on-duty system and the initiation of the screening process. You will utilize your USAJOBS account information to login to the system.

You will complete all forms required within this system. Once logged in, you will be asked a series of questions and your answers will be used to automatically populate the required forms. All forms assigned to you must be completed, signed and submitted back to the Human Resources Office within the system.

To record your response to this tentative offer and access the entrance-on-duty system, visit: **Invitation URL**

If you have any questions regarding your new position, please contact me at **Process Owner Email** or **Process Owner Phone**. For information on accessing and navigating the Onboarding system, you can also review the online help at <https://nhsupport-usastaffing.opm.gov/hc/en-us>.

Respectfully,

Process Owner Name

Tentative Offer Letter

Subject Line

Tentative Offer for **Position Title**

Body Text

Dear **First Name** **Last Name**,

Congratulations on this tentative offer of employment with the **Agency/Department** in **Duty Location - City**, **Duty Location - State** as a **Position Title**, **Pay Plan** - **Series** - **Grade**, step **Step**, at **Salary** **Salary Type**.

This offer is contingent upon your ability to successfully pass a background investigation. You are required by law and regulation to have a background investigation conducted to determine your suitability for Federal employment and for national security purposes, if required by the position. This must be initiated prior to receiving a firm offer of employment.

Your actual entrance-on-duty date will be established after a pre-employment check is completed which will assign you an identity credential and will establish your initial level to Government facilities and information systems. Your full suitability/security clearance investigation, as applicable, may be completed after your entrance-on-duty date. Note, you will be submitting all suitability/security clearance forms through the separate e-QIP system.

This email also serves as your invitation to the USA Staffing entrance-on-duty system and the initiation of the pre-employment screening process. You will utilize your USAJOBS account information to login to the system.

You will complete all forms required for the onboarding process within this system. Once logged in, you will be asked a series of questions, and your answers will be used to automatically populate the required forms. All forms assigned to you must be completed, signed and submitted back to the Human Resources Office within the system.

To record your response to this tentative offer and access the entrance-on-duty system, visit:

Tentative Offer URL

If you have any questions regarding your new position, please contact me at **Process Owner Email** or **Process Owner Phone**. For information on accessing and navigating the Onboarding system, you can also review the online help at <https://nhsupport.usastaffing.gov/hc/en-us>.

Respectfully,

Process Owner Name

Final Offer Letter

Subject Line

Official Offer Letter for **Position Title**

Body Text

Dear **First Name** **Last Name**,

Congratulations! This letter serves as your final job offer and acceptance as a **Position Title**, **Pay Plan**, **Series**, **Grade**, **Step**, with the **Agency/Department** in **Duty Location - City**, **Duty Location - State** at **Salary** **Salary Type**.

At this time your projected start date is **Projected Start Date**. **[[INSERT APPROPRIATE POINT OF CONTACT]]** will be contacting you shortly with all orientation procedures and next steps.

We look forward to your arrival and welcome to the **Agency/Department**!

You will need to use your Login.gov account for **Login.gov/USAJOBS Username** to record your response to this official offer and access the entrance-on-duty system at: **Official Offer URL**.

If you have any questions regarding your benefits, please contact **Benefits Contact Name** at **Benefits Contact Email**.

If you have any questions regarding your new position, please contact me at **Process Owner Email** or **Process Owner Phone**. For information on accessing and navigating the Onboarding system, you can also review the online help at <https://nhsupport.usastaffing.gov/hc/en-us>.

Respectfully,

Process Owner Name

Additional recommendations

Build the recruitment relationship

Consider adding content to this template that tells applicants how to learn more about your federal agency. In addition, please add a human touch by including an email sign-off using your team's name in bold.

For example, towards the end of the email you can include:

Thank you for your interest in federal employment with **Organization Name**. We invite you to explore careers [\[hyperlink to agency website\]](#) at **Organization Name**.

Sincerely,

Organization Name **Staffing Services**