



GUIDE TO PAGEUP COMMUNICATIONS

RECRUITMENT STEP	PAGEUP APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Application Received	New Application	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for your recent application for the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. Your application will be reviewed and assessed in line with the specific requirements for this position. We appreciate your interest in California State University, Long Beach. Sincerely, The Search Committee"
Screen For Required Qualifications	X - Does NOT Meet Required Qualifications	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Upon the assessment of your application for the position of {JOBTITLE}, Job Number {JOBNO}, we regret to inform you that your application will not be pursued further. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Screen For Preferred Qualifications	X - Preferred Qualifications Review - Unsuccessful	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Upon the assessment of your application for the position of {JOBTITLE}, Job Number {JOBNO}, we regret to inform you that your application will not be pursued further. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Schedule Semi-Finalist Phone Interviews	EVENT - Invitation for Phone/Video Interview	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for your interest in the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. We are pleased to inform you that you have been selected for a phone interview. Please click HERE to respond to this invitation by selecting an available time slot for your interview. We are looking forward to the interview. Sincerely, The Search Committee"



GUIDE TO PAGEUP COMMUNICATIONS (continued)

RECRUITMENT STEP	APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Schedule Semi-Finalist Phone Interviews	X - Phone/Video Interview - Declined	Applicant	"Dear {FIRSTNAME} {LASTNAME}, This email confirms that you have declined a phone interview for the position of {JOBTITLE}, Job Number {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Phone/Video Interview Outcome	X - Phone/Video Interview - Unsuccessful	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for taking the time to discuss your qualifications for the position of {JOBTITLE}, Job Number {JOBNO} during our recent interview. Due to the unusual strength of the candidate pool, we regret to inform you that your application will not be pursued further. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee"
Letters of Recommendation (If Applicable)	REQUEST – Letters of Recommendation	Applicant	"Dear {FIRSTNAME} {LASTNAME}, This email serves as notification that the individuals listed as references in your application for the position of {JOBTITLE}, {JOBNO} will be contacted shortly with a request to submit a letter of reference on your behalf. Thank you for your continued interest in CSULB. The Search Committee"
Schedule Finalist On-Campus Interviews	X - On-Campus Interview - Declined	Applicant	"Dear {FIRSTNAME} {LASTNAME}, Thank you for your recent application for the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach. Your application will be reviewed and assessed in line with the specific requirements for this position. We appreciate your interest in California State University, Long Beach. Sincerely, The Search Committee"
Verbal Offer	X - Verbal Offer - Declined	Applicant	"Dear {FIRSTNAME} {LASTNAME}, This email is to confirm that you have declined a verbal offer of employment for {JOBTITLE}, Job Number {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career. Sincerely, The Search Committee."



GUIDE TO PAGEUP COMMUNICATIONS (continued)

RECRUITMENT STEP	APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Formal Offer	Formal Offer - Extended	Applicant	<p>“Dear {FIRSTNAME} {LASTNAME},</p> <p>Your formal offer of employment for the position of {JOBTITLE}, Job Number {JOBNO} is available for your review by logging into California State University's applicant portal here. Once you accept the position, you will be taken directly to the CSULB's onboarding portal. Should you require assistance accessing your offer or have any questions, please do not hesitate to contact Faculty Affairs at {JOBOWNERPHONE}.</p> <p>Sincerely,</p> <p>Office of Faculty Affairs California State University, Long Beach</p>
Formal Offer – Candidate Response	X - Formal Offer - Declined	Applicant	<p>“Dear {FIRSTNAME} {LASTNAME},</p> <p>This email is to confirm you have declined a formal offer of employment for the position of {JOBTITLE}, Job Number {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career.</p> <p>Sincerely,</p> <p>The Office of Faculty Affairs California State University, Long Beach</p>
Search Conclusion	X - Search Concluded – Applicant Not Selected	Applicant	<p>“Dear {FIRSTNAME} {LASTNAME},</p> <p>You were not selected for the position of {JOBTITLE}, {JOBNO}. We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career.</p> <p>Sincerely,</p> <p>The Search Committee”</p>
	X – Search Cancelled – Applicant Notified	Applicant	<p>“Dear {FIRSTNAME} {LASTNAME},</p> <p>[INSERT CUSTOM LANGUAGE HERE]</p> <p>Sincerely,</p> <p>The Search Committee”</p>



GUIDE TO PAGEUP COMMUNICATIONS (continued)

RECRUITMENT STEP	APPLICATION STATUS	COMMUNICATION RECIPIENT	EMAIL COMMUNICATION TO RECIPIENT
Search Conclusion	X - Application Withdrawn by Applicant	Applicant	<p>“Dear {FIRSTNAME} {LASTNAME},</p> <p>This email is to confirm you have withdrawn your application for the position of {JOBTITLE}, Job Number {JOBNO} at California State University, Long Beach.</p> <p>We thank you for considering California State University, Long Beach as a prospective employer and wish you every success in your career.</p> <p>Sincerely,</p> <p>The Search Committee”</p>