

RECRUITMENT MANAGEMENT SYSTEM (RMS) EMAIL RECIPIENT LIST

This chart lists the RMS system-generated email messages sent to various users when a status change occurs.

The system-generated messages notify recipients of the need to take action in RMS or of a status change that would be of interest.

RMS Status	Recipient(s)	Email Subject Line
Pending Referral	Applicant	UCSC Employment Application/Job #:xxxxxxx
Withdrawn per Applicant Request	Applicant	UCSC Employment Application/Job #:xxxxxxx
Pending HRP Review	HRP	[RMS Job #:xxxxxxx] Request Pending HRP Review
Pending Rec. Specialist Review	RS	[RMS Job #:xxxxxxx] Pending Rec. Specialist Review
Problem with Request	CHM, HRP	[RMS Job #:xxxxxxx] Problem with Request
Request Withdrawn	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Request Withdrawn
Pending Divisional Approval	DA	[RMS Job #:xxxxxxx] Request Pending Divisional Approval
Pending Classification Review	CA	[RMS Job #:xxxxxxx] Pending Classification Review
Approved To Fill: Open Rec/CO	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Approved to Fill
Approved To Fill: Open Rec/CO (New to RMS)	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Approved to Fill
Open-Rec/CO Posted Pre-IRD	CHM, HRP, DA	[RMS Job #:xxxxxxx] Open-Rec/CO Posted Pre-IRD
Open-Rec/CO Posted	RS	[RMS Job #:xxxxxxx] IRD Has Passed
Open-Rec/CO Completed (H)	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Completed OR Re-Open Request Denied
Open-Rec/CO Withdrawn	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Withdrawn or Re-Opened Request Denied
Open-Rec/CO Pending Approval: Pool Re-Activate	RS	[RMS Job #:xxxxxxx] Open-Rec/CO Pending Approval: Pool Re-Activate
Open-Rec/CO Pending Approval: Pool Re-Activate (H)	RS	[RMS Job #:xxxxxxx] Open-Rec/CO Pending Approval: Pool Re-Activate
Open-Rec/CO Pool Re-Activated	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Pool Re-Activated
Open-Rec/CO Pool Re-Activated (H)	CHM, HRP	[RMS Job #:xxxxxxx] Open-Rec/CO Pool Re-Activated
Job Offer Pending HRP Review	HRP	[RMS Job #:xxxxxxx] Offer Pending HRP Review
Job Offer Pending Divisional Approval	DA, CHM	[RMS Job #:xxxxxxx] Offer Pending Divisional Approval
Offer Pending	CHM, RS	[RMS Job #:xxxxxxx] Offer Pending
Problem with Job Offer	CHM, HRP	[RMS Job #:xxxxxxx] Problem with Job Offer
Cancelled Request to Offer	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Cancelled Request to Offer
Offer Declined	CHM, HRP	[RMS Job #:xxxxxxx] Offer Declined
Approved to Hire	CHM, HRP, DA	[RMS Job #:xxxxxxx] Offer Accepted
Approved to Fill: Non Rec/Waiver	CHM, HRP, RS, DA	[RMS Job #:xxxxxxx] Approved to Fill: Non-Rec/Waiver
Non-Rec/Waiver Posted	CHM, HRP, DA	[RMS Job #:xxxxxxx] Non-Rec/Waiver Ready For Application
Applicant - Selected Hire	CHM, HRP	[RMS Job #:xxxxxxx] Time To Initiate Non-Rec/Waiver Job Offer
Non-Rec/Waiver Completed (H)	CHM, HRP	[RMS Job #:xxxxxxx] Non-Rec/Waiver Completed OR Re-Post Denied
Non-Rec/Waiver Withdrawn	CHM, HRP	[RMS Job #:xxxxxxx] Non-Rec/Waiver Withdrawn OR Re-Post Denied
Non-Rec/Waiver Pending Approval: Re-Post	RS	[RMS Job #:xxxxxxx] Non-Rec/Wavier Pending Approval: Re-Post
Non-Rec/Waiver Pending Approval: Re-Post (H)	RS	[RMS Job #:xxxxxxx] Non-Rec/Wavier Pending Approval: Re-Post
Off-Line Correction Pending	CHM, HRP, DA, RS	[RMS Job #:xxxxxxx] Off-Line Correction Pending

Legend: Certified Hiring Manager (CHM), Human Resource Partner (HRP), Recruitment Specialist (RS), Divisional Approver (DA)

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