

## SuccessFactors Candidate Notifications

A number of email notifications can be generated from SuccessFactors (both automatic and user-generated) that alert candidates about activity associated with their:

- Candidate profile
- Job alert(s)
- Job application(s)

### Candidate Notifications

The following table provides information about each of the SuccessFactors notifications in the hiring process that apply to candidates, including the trigger, subject line, message text, and any additional notes (e.g. required actions, etc.). Please note that these notifications are subject to change.

Trigger	Subject Line	Message Text	Notes
Internal Employee creates an External Candidate profile, HR Shared Services merges profiles together	Your SuccessFactors candidate profiles have been merged	<p>Dear [FIRST NAME],</p> <p>We noticed that you had more than one candidate profile in SuccessFactors, our careers system. We have merged these into one profile that identifies you as an employee in our integrated health-care network. There are important benefits to you in using this profile when you search and apply for jobs.</p> <p>When checking out job opportunities on our <a href="#">careers website</a>, be sure to sign in as a current employee. This will show you all available positions, including those open to employees only. Log in using your workplace network user name and password. If you don't know your user name and password, call the Service Desk at 204-940-8500 or 1-866-999-9698.</p> <p>For information on using SuccessFactors, log into the site and open the Helpful Resources tile.</p>	<p>ACTION REQUIRED</p> <p>Merge situations are reviewed by HR Shared Services, and profiles merged / notification sent as required</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a> to email address of <b>external</b> account</p>
External person creates a Candidate Profile	Your account has been created!	<p>Dear [FIRST NAME],</p> <p>Your account has been successfully created! You can use this account to view and apply for an exciting range of jobs in Manitoba's health-care system.</p> <p>Check our <a href="#">careers website</a> often or set up job alerts for the types of positions that interest you.</p> <p>Regards, HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
External Candidate requests a password reset	Password reset	<p>Dear [FIRST NAME],</p> <p>Forgot your password? <a href="#">Click here</a> [LOGIN URL] to change your password.</p> <p>The link above will expire in 72 hours. If you have submitted more than one request for password support, please use the most recent email to change your password.</p> <p>If you did not ask for password support, please disregard this message.</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
Job alert set by an Internal Candidate has expired  (SAP default is 180 days)	Your job alert has expired	<p>Dear [FIRST NAME],</p> <p>Your automated job alert for <b>[JOB ALERT NAME]</b> has expired. If you would like to reactivate this or make changes to your job alert(s), visit our <a href="#">careers website</a> and open your candidate profile to update your job alert(s).</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
Job alert set by an Internal Candidate has become invalid because of a change in system search function	Please update your job alert	<p>Dear [FIRST NAME],</p> <p>Your automated job alert for [JOB ALERT NAME] is no longer available due to system changes. If you would like to continue receiving notifications when jobs become available, log into our <a href="#">careers website</a>, go to the <i>Careers</i> section and update your information under <i>Saved Searches/Alerts</i>.</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
Postings match job alert settings  Sent according to job alert schedule set up by candidate	Manitoba health care job alert	<p>Dear [FIRST NAME],</p> <p>There are new opportunities in Manitoba health care matching your job alert for [JOB ALERT NAME].</p> <p>[JOB LIST]</p> <p>[UNSUBSCRIBE]</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
Application received in SuccessFactors	Your application for the position of [JOB TITLE], [REQUISITION #]	<p>Dear [FIRST NAME],</p> <p>Thank you for your interest in working with our integrated team in the Manitoba health care system.</p> <p>We have received your application for the position of [JOB TITLE], [REQUISITION #]. Your application will be reviewed, and we will contact you if you are selected to continue in the recruitment process.</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
Candidate fails disqualifying questions	UPDATE: Your application for the position [JOB TITLE], [REQUISITION #]	<p>Dear [NAME]</p> <p>We appreciate your interest in the position of [JOB TITLE], [REQ #]. However, your application is not being further considered for this position.</p> <p>Your application may be shared with other hiring managers within our health care network who have similar positions.</p> <p>We encourage you to continue watching our <a href="#">career postings</a> and to apply for future opportunities with us. If you haven't already, consider setting up a job alert for positions that match your qualifications.</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>AUTOMATED</p> <p><a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p> <p>The message is sent 72 hours after the candidate is disqualified.</p>
Org Chief uses SuccessFactors Interview Scheduling function to arrange <b>External Candidate</b> interviews	We would like to schedule an interview for the position of [JOB TITLE], [REQUISITION#]	<p>Dear [FIRST NAME],</p> <p>We would like to schedule an interview with you, to discuss your qualifications for the position of [JOB TITLE], [REQUISITION #]. Please follow the steps below to book an interview time.</p> <p><b>Steps to book your interview:</b></p> <ol style="list-style-type: none"> <li>1. Go to our careers website: <a href="https://careers.wrha.mb.ca">https://careers.wrha.mb.ca</a></li> <li>2. Click on View Profile to open your Candidate Profile</li> <li>3. Open the Jobs Applied section and click on the box for this position. It will contain the words "Pending scheduled interview"</li> <li>4. Click on the View/Confirm Scheduled Interview link</li> <li>5. To view interview options, click Select in the Open Slots box</li> <li>6. When you find the available time that works best for you, click on it</li> <li>7. A pop-up box will appear confirming the interview time. Click on Book Interview</li> </ol> <p><b>To request a different time than what is offered:</b></p> <ol style="list-style-type: none"> <li>1. If you have viewed the available interview times (step 5 above) and cannot attend any of these times, select Decline</li> <li>2. A pop-up box will appear confirming that you wish to cancel the interview. In the space provided, add a note that states your request for a different interview time</li> <li>3. Click on Decline Interview</li> </ol> <p>Regards,</p> <p>[SENDER]</p>	<p>OPTIONAL, REQUIRES ACTION</p> <p>Available through SuccessFactors Interview Scheduling functionality only</p> <p>Sent from email address of Org Chief or designate arranging interviews</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of functionality is not supported at this time.</b></p>



Trigger	Subject Line	Message Text	Notes
<p>Org Chief uses SuccessFactors Interview Scheduling function to arrange <b>Internal Candidate</b> interviews</p>	<p>We would like to schedule an interview for the position of [JOB TITLE], [REQUISITION#]</p>	<p>Dear [FIRST NAME],</p> <p>We would like to schedule an interview with you, to discuss your qualifications for the position of [JOB TITLE], [REQUISITION #]. Please follow the steps below to book an interview time.</p> <p><b>Steps to book your interview:</b></p> <ol style="list-style-type: none"> <li>1. Click on this link to see the interview you have been invited to: [INTERVIEW SCHEDULING URL]</li> <li>2. To view interview options, click Select in the Open Slots box</li> <li>3. When you find the available time that works best for you, click on it</li> <li>4. A pop-up box will appear confirming the interview time. Click on Book Interview</li> </ol> <p><b>To request a different time than what is offered:</b></p> <ol style="list-style-type: none"> <li>1. If you cannot attend any of the listed interview times, select Decline</li> <li>2. A pop-up box will appear confirming that you wish to cancel the interview. In the space provided, add a note that states your request for a different interview time.</li> <li>3. Click on Decline Interview</li> </ol> <p>Regards,</p> <p>[SENDER]</p>	<p>OPTIONAL, REQUIRES ACTION</p> <p>Available through SuccessFactors Interview Scheduling functionality only</p> <p>Sent from email address of Org Chief or designate arranging interviews</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of functionality is not supported at this time.</b></p>
<p>Interview successfully booked using SuccessFactors Interview Scheduling function</p>	<p>UPDATE: Confirmation of interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>You have been scheduled for an interview for the position of [JOB TITLE], [REQUISITION #] at [SITE]. Your interview details are:</p> <p>Date: [DATE]</p> <p>Time: [TIME]</p> <p>Location: [LOCATION]</p> <p>If you have any questions please don't hesitate to contact me.</p> <p>Regards,</p> <p>[SENDER]</p>	<p>AUTOMATED</p> <p>Available through SuccessFactors Interview Scheduling functionality only</p> <p>Sent from WRHA SuccessFactors</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of functionality is not supported at this time.</b></p>



Trigger	Subject Line	Message Text	Notes
<p>Org Chief uses SuccessFactors Interview Scheduling function to arrange interviews.</p> <p>Interview time is rescheduled by candidate using SuccessFactors to select new time from options provided.</p>	<p>UPDATE: Confirmation of rescheduled interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>Dear [[CANDIDATE_FIRST_NAME]],</p> <p>This is to confirm that you have been re-scheduled for an interview for the position of [JOB TITLE], [REQUISITION #] at [SITE]. Your rescheduled details are:</p> <p>Date: [DATE]</p> <p>Time: [TIME]</p> <p>Location: [LOCATION]</p> <p>If you have any questions please do not hesitate to contact me.</p> <p>Regards,</p> <p>[SENDER]</p>	<p>AUTOMATED</p> <p>Available through SuccessFactors Interview Scheduling functionality only</p> <p>Sent from WRHA SuccessFactors</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of functionality is not supported at this time.</b></p>
<p>Interview details are changed by organizer using SuccessFactors Interview Scheduling functionality</p>	<p>UPDATE: Interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>Details about your scheduled interview for the position of [JOB TITLE], [REQUISITION #] at [SITE] have changed. Please click on the link below to view the new information. If you have any concerns, please don't hesitate to contact me.</p> <p>[INTERVIEW SCHEDULING CONFIRM INTERVIEW URL]</p> <p>Regards,</p> <p>[SENDER]</p>	<p>AUTOMATED</p> <p>Available through SuccessFactors Interview Scheduling functionality only</p> <p>Sent from WRHA SuccessFactors</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of functionality is not supported at this time.</b></p>
<p>Org Chief / designate does not receive a reply to the invitation to schedule interview and candidate(s) remains in “Not booked” status in SuccessFactors Interview Scheduling function.</p>	<p>Interview Reminder for the position of [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>REMINDER: We would like to schedule an interview with you, to discuss your qualifications for the position of [JOB TITLE], [REQUISITION #].</p> <p>As soon as possible, please click on the link provided below to see a list of available interview times. From this list, please identify an interview time that suits your schedule and click to select it. Once you do this, your interview time will be booked.</p> <p>[INTERVIEW SCHEDULING CONFIRM INTERVIEW URL]</p> <p>Regards,</p> <p>[SENDER]</p>	<p>OPTIONAL, REQUIRES ACTION</p> <p>Available through SuccessFactors Interview Scheduling functionality only. Org Chief / designate needs to issue reminder notification.</p> <p>Sent from email address of Org Chief or designate arranging interviews</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of functionality is not supported at this time.</b></p>



Trigger	Subject Line	Message Text	Notes
<p>Org Chief cancels a scheduled interview using SuccessFactors Interview Scheduling functionality:</p> <p>For a candidate that is booked</p> <p>For a candidate that is scheduled but not booked</p>	<p>Cancellation of Interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>Your interview for the position of [JOB TITLE], [REQUISITION #] at [SITE] has been cancelled. You will be contacted if this is to be rescheduled.</p> <p><b>Cancelled:</b></p> <p><i>Date: [DATE]</i></p> <p><i>Time: [TIME]</i></p> <p><i>Location: [LOCATION]</i></p> <p><i>Regards,</i></p> <p><i>[SENDER]</i></p>	<p>OPTIONAL, REQUIRES ACTION</p> <p>Available through SuccessFactors Interview Scheduling functionality only</p> <p>Sent from WRHA SuccessFactors</p> <p><b>Interview Scheduler / Interview Central currently under development. Use of this functionality is not supported at this time.</b></p>
<p>Org Chief moves employee into Reference Checks folder</p>	<p>UPDATE: References requested for [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>In support of your application for the position of [JOB TITLE], [REQUISITION #] at [SITE], please provide three references.</p> <p>Our reference requirements are described below. You will be asked to provide the name, phone number and relationship of each reference. When you are ready to provide this information, click on the View/Edit Application link at the bottom of this email.</p> <p>We are eager to fill this position and would appreciate receiving your references within the next two business days.</p> <p><b>Preferred references:</b></p> <ul style="list-style-type: none"> <li>• Employment-related</li> <li>• Direct managers from past or current positions</li> </ul> <p><b>Other acceptable references:</b></p> <ul style="list-style-type: none"> <li>• Related to your volunteer activities, involvement in community groups, education, etc.</li> <li>• Co-workers or direct reports from past or current positions</li> </ul> <p><b>Not acceptable references:</b></p>	<p>OPTIONAL, REQUIRES ACTION</p> <p>AUTOMATED if Org Chief moves candidate into Reference Checks folder (optional) in the Talent Pipeline</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
		<ul style="list-style-type: none"> <li>• Personal or character references</li> </ul> <p>To add your reference to your application, click here: <a href="#">View / Edit Application</a> (linked to APPLICATION PAGE URL)</p> <p>For detailed instructions including screen shots, click on the appropriate link below:</p> <p><a href="#">I'm not a Winnipeg Health Region / Shared Health employee paid through SAP</a></p> <p><a href="#">I am currently employed with the WRHA / Shared Health and paid through SAP system</a></p> <p>Regards, HR Shared Services</p>	
<p>Org Chief moves employee into Do Not Proceed folder</p>	<p>UPDATE: Your application for [JOB TITLE], [REQUISITION #]</p>	<p>Dear [NAME]</p> <p>We appreciate your interest in the position of [JOB TITLE], [REQ #]. However, your application is not being further considered for this position.</p> <p>Your application may be shared with other hiring managers within our health care network who have similar positions.</p> <p>We encourage you to continue watching our <a href="#">career postings</a> and to apply for future opportunities with us. If you haven't already, consider setting up a job alert for positions that match your qualifications.</p> <p>Regards, HR Shared Services</p>	<p>Org Chief moves employee into Do Not Proceed folder</p>
<p>HRSS prepares a letter of offer for an <b>External Candidate</b></p>	<p>UPDATE: extending an offer of employment for [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>Congratulations on being the successful candidate in our search to fill the position of [JOB TITLE], [REQUISITION #] at [SITE]. We are extending you an offer of employment. Please respond within three days, following the instructions below:</p> <p><b>Step 1: View offer and respond</b></p> <ul style="list-style-type: none"> <li>• Review your offer carefully, checking the start date, vacation entitlement, salary, work location, etc. <b>Do not accept your offer letter if it contains outdated or incorrect information.</b></li> <li>• <b>To request updates or corrections</b> to the offer, select "Email Recruiter" and use the automated email to explain your requested changes. You will be contacted for further discussion or sent an email with an updated letter of offer.</li> <li>• <b>To decline</b> your offer, select "Decline Offer" and provide your reason in the comment box. Click on the</li> </ul>	<p>HRSS prepares a letter of offer for an <b>External Candidate</b></p>



Trigger	Subject Line	Message Text	Notes
		<p>Decline Offer button</p> <ul style="list-style-type: none"> <li>• <b>To accept</b> your offer, select “Accept Offer”. <b>If you accept your offer, return to this email and complete Step 2</b></li> </ul> <p><u>View/Accept Offer ...</u> [OFFER URL]</p> <p><b>Step 2: Provide information to complete your offer acceptance</b></p> <ul style="list-style-type: none"> <li>• Click on the link below to return to your candidate profile and application</li> <li>• Click on ‘Job Specific Information’ to open this section</li> <li>• In the spaces provided, enter your Social Insurance Number (SIN), Gender, and Date of Birth (We need this information to complete your hire)</li> <li>• Click ‘Update’ at the bottom of the screen</li> </ul> <p><u>View/Edit Application ...</u> [APPLICATION PAGE URL]</p> <p>For detailed instructions with screen shots, <a href="#">click here</a>.</p> <p><b>After you have accepted your offer, please continue to check your email regularly.</b> We will send you additional messages regarding next steps to complete prior to your start date.</p> <p>Regards,</p> <p>HR Shared Services</p>	



Trigger	Subject Line	Message Text	Notes
<p>Candidate accepts job offer but does not complete all required steps</p>	<p>REMINDER: complete actions to accept of employment for [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>We're glad you are accepting your offer of employment! Please complete the offer acceptance step below so we can process your hire into your new position.</p> <p><b>Offer Acceptance Step 2: Provide information to complete your offer acceptance</b></p> <ul style="list-style-type: none"> <li>• Click on the link below to return to your candidate profile and application</li> <li>• Click on 'Job Specific Information' to open this section</li> <li>• In the spaces provided, enter your Social Insurance Number (SIN), Gender, and Date of Birth</li> <li>• Click 'Update' at the bottom of the screen</li> </ul> <p><a href="#">View/Edit Application ...</a> [APPLICATION PAGE URL]</p> <p>For detailed instructions with screen shots, <a href="#">click here</a>.</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>REQUIRES ACTION BY HRSS</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
<p>HRSS prepares letter of offer for an <b>Internal Candidate</b></p>	<p>UPDATE: extending an offer of employment for [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>Congratulations on being the successful candidate in our search to fill the position of [JOB TITLE], [REQUISITION #] at [SITE]. We are extending you an offer of employment.</p> <p>Please respond within three days, following the instructions below:</p> <ul style="list-style-type: none"> <li>• <b>Review your offer carefully</b>, checking the start date, vacation entitlement, salary, work location, etc. <b>Do not accept your offer letter if it contains outdated or incorrect information.</b></li> <li>• <b>To request updates or corrections</b> to the offer, select "Email Recruiter" and use the automated email to explain your requested changes. You will be contacted for further discussion or sent an email with an updated letter of offer.</li> <li>• <b>To decline</b> your offer, select "Decline Offer" and provide your reason in the comment box. Click on the Decline Offer button</li> <li>• <b>To accept</b> your offer, select "Accept Offer".</li> </ul> <p><a href="#">View/Accept Offer ...</a> [OFFER URL]</p> <p>For detailed instructions with screen shots, <a href="#">click here</a>.</p> <p><b>After you have accepted your offer, please continue to check your email regularly.</b> We will send you a message</p>	<p>REQUIRES ACTION BY HRSS</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
		<p>soon asking you to complete a few 'onboarding' steps before you begin work in your new position.</p> <p>Regards,</p> <p>HR Shared Services</p>	
<p>Individual is asked to apply for an unposted position so hiring can be completed</p> <p><i>Suggested content only – Org Chief is responsible for composing and sending message</i></p>	<p>ACTION REQUIRED: [JOB TITLE], [REQUISITION #]</p>	<p>Dear [FIRST NAME],</p> <p>Please submit your application for the job we discussed. The link below will take you to the job posting and connect you with the application process. I need you to do this step so we can complete your hire into this position.</p> <p>If you have any questions, please give me a call. I'm looking forward to having you on our team!</p> <p>Link to posting / application: &lt;insert URL received from HR Shared Services team member&gt;</p> <p>Regards,</p> <p>[ORG CHIEF]</p>	<p>REQUIRES ACTION BY ORG CHIEF.</p> <p>HRSS will email the posting URL to the Org Chief, who provides this information to the candidate.</p>
<p>Offer of employment is cancelled</p>	<p>UPDATE: Offer of Employment for [JOB TITLE] has been cancelled</p>	<p>Dear [First Name],</p> <p>The offer of employment recently extended to you has been cancelled. Please contact [NAME], [TITLE] for more information.</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>REQUIRES ACTION BY HRSS</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
<p>Letter of offer is accepted, HRSS completes post-hire verification step for <b>Internal Candidate</b></p>	<p>ACTION REQUIRED – onboarding steps for your new position</p>	<p>Dear {FirstName},</p> <p>Welcome to our team!</p> <p>We need you to provide a bit more information so we can complete your hire into your new position. We call this ‘onboarding’. Onboarding is done online and takes approximately 30 minutes.</p> <p><b>Please complete your onboarding as soon as possible, and before your first day of work in your new position. It’s important that you complete all steps, even if you feel some of this information is already on record. If you don’t, you may experience an interruption in your pay delivery and benefits coverage.</b></p> <p>Click on the link below to access online onboarding. If you can’t complete everything in one session, use this link each time you need to access the system.</p> <p><b>Onboarding Login:</b></p> <ul style="list-style-type: none"> <li>• Your onboarding login ID is different from your workplace network access ID.</li> <li>• Your onboarding user name is [EMPLOYEE LOGIN NAME].</li> <li>• The first time you access onboarding, the system will ask you to set up a password and security question.</li> <li>• Remember your user name, password and security answer. At various steps you will need to enter some or all of this information.</li> </ul> <p><b>If you have questions about onboarding:</b></p> <ul style="list-style-type: none"> <li>• See the <a href="#">Guide to Completing the New Employee Step for Onboarding</a>. You can click on a heading in the Contents list to be taken directly to that subject.</li> <li>• If you need further assistance, contact the Human Resources department at your site.</li> </ul> <p><b>Remember – complete onboarding right away so you don’t experience delays or errors in your pay and benefits coverage!</b></p> <p><a href="#">Begin Onboarding</a></p> <p>Regards, HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from WRHA SuccessFactors</p> <p>HRSS will determine if transfer situation necessitates onboarding. If not, no onboarding notification will be sent.</p>



Trigger	Subject Line	Message Text	Notes
<p>Letter of offer is accepted, HRSS completes post-hire verification step for an external candidate</p>	<p>ACTION REQUIRED: sign up to receive your pay statements</p>	<p>Dear [FIRST NAME],</p> <p>Our employees receive their pay statements and T4 statements electronically, through Canada Post’s secure epost™ system.</p> <p><b>We need you to open an epost account and register to receive the Winnipeg Regional Health Authority (WRHA) pay statement ‘mailer’.</b> (Your pay statement will be issued as a WRHA mailer regardless of whether or not your position falls within the WRHA.) This will take approximately 10 minutes.</p> <p>If you already have an epost account, you only need to add the WRHA pay statement to your list of mailers.</p> <p>To complete your registration, you will need to enter your Social Insurance Number (SIN), as well as your employee ID number: <b>[EMP ID#]</b>.</p> <p style="padding-left: 40px;">Instructions: <a href="#">Create your epost account and register to receive your pay statements</a></p> <p style="padding-left: 40px;">Information sheet – please print or save: <a href="#">How to read your pay statement</a></p> <p>To launch the Canada Post website and sign up for epost, click here: <a href="http://www.canadapost.ca">www.canadapost.ca</a></p> <p>Regards,</p> <p>HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
<p>Internal Candidate has not completed onboarding one week prior to start date</p> <p>Reminder is sent every day until all onboarding is complete.</p>	<p>REMINDER: ACTION REQUIRED – onboarding steps for your hire</p>	<p>Dear [FIRST NAME],</p> <p>It appears you haven’t finished onboarding in preparation for your new position. Please complete onboarding right away! If you don’t, your pay and benefits coverage may be delayed.</p> <p><b>To complete onboarding:</b></p> <ul style="list-style-type: none"> <li>• Click on the “Begin Onboarding” link at the end of this message</li> <li>• Sign in with your onboarding user name: [EmployeeLogin] and password. If you forgot your password, see: <a href="#">Reset Your Onboarding Password</a> for instructions</li> <li>• Continue working through the onboarding steps. You will see a “thank you” panel when you are finished.</li> </ul> <p><b>If you have questions about onboarding:</b></p> <ul style="list-style-type: none"> <li>• See the <a href="#">Guide to Completing the New Employee Step for Onboarding</a>. You can click on a heading in the Contents list to be taken directly to that subject.</li> <li>• If you need further assistance, contact the Human Resources department at your site.</li> </ul>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
		<p><b>Remember – complete onboarding right away so you don’t experience delays or errors in your pay and benefits coverage!</b></p> <p><a href="#">Begin Onboarding</a></p> <p>Regards, HR Shared Services</p>	
<p>Letter of offer is accepted, HRSS completes post-hire verification step for <b>External Candidate</b></p>	<p>ACTION REQUIRED – onboarding steps for your new position</p>	<p>Dear [FIRST NAME],</p> <p>Welcome to our team!</p> <p>We need you to provide a bit more information so we can complete your hire into your new position. We call this ‘onboarding’. Onboarding is done online and takes approximately 30 minutes.</p> <p><b>Please complete your onboarding as soon as possible, and before your first day of work in your new position. Otherwise, you may experience a delay in your pay delivery and benefits coverage.</b></p> <p>Click on the link below to access online onboarding. If you can’t complete everything in one session, use this link each time you need to access the system.</p> <p><b>Onboarding Login:</b></p> <ul style="list-style-type: none"> <li>Your user name for onboarding is [LOGIN NAME]. (This was assigned by the system.)</li> <li>The first time you access onboarding, the system will ask you to set up a password and security question.</li> <li>Remember your user name, password and security answer. At various steps you will need to enter some or all of this information.</li> </ul> <p>Your employee number is [EMPLOYEE ID #]. Take note of this as you will need to provide this number when you register for online pay statement delivery.</p> <p><b>If you have questions about onboarding:</b></p> <ul style="list-style-type: none"> <li>See the <a href="#">Guide to Completing the New Employee Step for Onboarding</a>. You can click on a heading in the Contents list to be taken directly to that subject.</li> <li>If you need further assistance, contact the Human Resources department at your site.</li> </ul> <p><b>Remember – complete onboarding right away so you don’t experience delays or errors in your pay and benefits coverage!</b></p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



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		<p><a href="#">Begin Onboarding</a></p> <p>Regards, HR Shared Services</p>	
<p><b>External Candidate</b> has not completed onboarding one week prior to start date</p> <p>Reminder is sent every day until all onboarding is complete.</p>	<p>REMINDER: ACTION REQUIRED – onboarding steps for your hire</p>	<p>Dear [FIRST NAME],</p> <p>It appears you haven't finished onboarding in preparation for your new position. Please complete onboarding right away! If you don't, your pay and benefits coverage may be delayed.</p> <p><b>To complete onboarding:</b></p> <ul style="list-style-type: none"> <li>Click on the "Begin Onboarding" link at the end of this message</li> <li>Sign in with your user name and password. Your user name is [USER NAME] Your password was selected by you. If you forgot your password, see: <a href="#">Reset Your Onboarding Password</a> for instructions.</li> <li>Continue working through the onboarding steps. You will see a "thank you" panel when you are finished.</li> </ul> <p>Your employee number is <b>[EMPLOYEE ID #]</b>. Take note of this as you will need to provide this number when you register for online pay statement delivery.</p> <p><b>If you have questions about onboarding:</b></p> <ul style="list-style-type: none"> <li>See the <a href="#">Guide to Completing the New Employee Step for Onboarding</a>. You can click on a heading in the Contents list to be taken directly to that subject.</li> <li>If you need further assistance, contact the Human Resources department at your site.</li> </ul> <p><b>Remember – complete onboarding right away so you don't experience delays or errors in your pay and benefits coverage!</b></p> <p><a href="#">Begin Onboarding</a></p> <p>Regards, HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>

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New hire completes online onboarding	Please tell us what you think	<p>Dear {First Name},</p> <p>Thank you for completing your onboarding!</p> <p>We would appreciate receiving your feedback on your application, hiring and onboarding experience with us. Please take a few minutes to answer a very short survey. Your answers will remain confidential unless you choose otherwise. Information from this survey will be used to guide future improvements.</p> <p>Hiring and Onboarding Survey {Linked to survey wizard}</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>
HRSS completes hire action in SAP	Your SuccessFactors candidate profile	<p>Dear {First Name},</p> <p>You have recently joined our Manitoba health care team, and this changes the way you view and apply for future jobs with us:</p> <p>Your candidate profile in SuccessFactors has been converted to reflect your “internal” status and your former candidate profile has been deactivated.</p> <p>When you wish to view and apply for jobs using our <a href="#">careers website</a>, you will log into the system as a current employee. This will show you all current job opportunities, including those open to internal candidates only. If you apply for a position, your employment with us will be considered.</p> <p>To log into SuccessFactors, use your workplace network user name and password. If you have any questions about your network user ID and access, contact the Service Desk at 204-940-8500.</p> <p>For more information about using SuccessFactors, log on and see the resource materials available through the Helpful Resources tile.</p>	<p>AUTOMATED</p> <p>Sent from <a href="mailto:healthcarecareers@wrha.mb.ca">healthcarecareers@wrha.mb.ca</a></p>



Trigger	Subject Line	Message Text	Notes
<p><b>External candidate:</b> The posting is closed due to hire or cancelled upon request by Org Chief</p>	<p>Update: Your application for the position of [JOB TITLE], [REQ #]</p>	<p>Dear [CANDIDATE NAME],</p> <p>Thank you for your application for the position of [JOB TITLE]. The job competition has now closed, and we will not be pursuing your application for this particular opportunity.</p> <p>We appreciate your interest in working in health care in Manitoba and encourage you to apply for future positions. Please visit our <a href="#">careers website</a> for current opportunities.</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from WRHA SuccessFactors</p> <p>NOTE: This is sent 72 hours after a hire has been completed to allow Org Chiefs an opportunity to personally contact candidates as they wish</p>
<p><b>Internal candidate:</b> The posting is closed due to hire or cancelled upon request by Org Chief</p>	<p>Update: Your application for the position of [JOB TITLE], [REQ #]</p>	<p>Dear [CANDIDATE NAME],</p> <p>Thank you for your application for the position of [JOB TITLE]. The job competition has now closed, and we will not be pursuing your application for this particular opportunity.</p> <p>We appreciate your interest in working in health care in Manitoba and encourage you to apply for future positions. Please visit our <a href="#">careers website</a> for current opportunities.</p> <p>Regards,</p> <p>HR Shared Services</p>	<p>AUTOMATED</p> <p>Sent from WRHA SuccessFactors</p> <p>NOTE: This is sent 72 hours after a hire has been completed to allow Org Chiefs an opportunity to personally contact candidates as they wish</p>