Email Messages

<table>
<thead>
<tr>
<th>Action</th>
<th>Email messages are set up to automatically send when certain actions occur within the system. Below is an all-inclusive list of what is triggered from the system.</th>
</tr>
</thead>
</table>
| **Onboarding Form Assigned**   | Action: Onboarding Form Assigned  
Email Title: Onboarding Form Assigned  
Subject Line: UNM Onboarding Task Assigned: FORM.TASK.TITLE  
To: Form Assignee  
Cc: User’s Future Manager  
Message:  

[UNM Logo]  
Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,  
Congratulations on your new position with the University of New Mexico. There are a few tasks that you need to complete prior to beginning your new job.  

New UNM Employee  
If you are a new UNM employee, please log in to UNMJobs using the same email and password you used to create your application profile.  

Current UNM Employee  
If you are a current UNM employee, please log in with your UNM NetID and password at https://unm.csod.com/samldefault.aspx.  

Assigned Task: FORM.TASK.TITLE  
FORM.TASK.INSTRUCTIONS  
Sincerely,  
The University of New Mexico |
| **User Password Change**       | Action: User Password Change  
Email Title: User password change  
Subject Line: Your UNMJobs password has been changed  
To: User  
Cc: N/A  
Message:  

[UNM Logo ]  
Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,  
This message is to confirm that your UNMJobs password has changed. If you did not request a password change, please reply to this message.  

Sincerely,  
The University of New Mexico |
| **Forget Password-External**   |   |
| **Requisition Pending Approval** |   |
| **Voluntary Withdrawal-External** |   |
| **Voluntary Withdrawal-Internal** |   |
| **Requisition Approval Final Status** |   |
| **New Profile Creation** |   |
| **Application Confirmation** |   |
| **Disposition-External** |   |
| **Disposition-Internal** |   |
| **Interview Recommendation Recorded** |   |
| **Todays Scheduled Interviews** |   |
| **Interview Scheduling Notification** |   |
| – Applicant |   |
| **Interview Cancelled Notification** |   |
| **Requisition Request Submitted** |   |
| **Requisition Request Response** |   |
| **Reference Letter Request (to external references)** |   |
| **Request References-External** |   |
| **Request References-Internal** |   |
| **Reference Letter Form Complete** |   |
| **Candidate Offer Response Received** |   |
| **Email Offer to Candidate-External** |   |
| **Send Offer to Candidate Profile-External** |   |
| **Send Offer to Candidate Profile-Internal** |   |
| **Offer Pending Approval** |   |
| **Offer Approval Decision** |   |
Forget Password-External
Action: Forget Password
Email Title: Forgot Password
Subject Line: UNMJobs Password Reset Request
To: External User
Cc: N/A
Message:

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

A request to reset your password to the UNMJobs Career Site has been received.

You may reset your password by clicking the following link: PASSWORD.RESET.URL

Please be aware that this link is valid for the next 48 hours only. Clicking this link after 48 hours will navigate you to a page on which you must enter your login name to generate a new link that will be emailed to you. You may also select the "Forgot Password?" link from the portal login page to reset your password at any time.

Additional help is available by contacting UNMJobs@unm.edu.

Sincerely,
The University of New Mexico

Requisition Pending Approval
Action: Requisition Pending Approval
Email Title: UNMJobs Requisition Pending Approval Notification
Subject Line: UNMJobs Requisition Pending Approval Notification
To: Next approver(s) if requisition is pending
Cc: N/A
Message:

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

A UNMJobs requisition has been submitted and is pending your approval. Please log in to UNMJobs to review the requisition. If you have questions regarding the requisition, please contact the requisition owner.

Requisition ID: JOB.REQUISITION.ID

Requisition Title: JOB.TITLE

Requisition Department: JOB.OU.LOCATION.TITLE

Requisition Owner: JOB.REQUISITION.OWNER.LIST.HTML

Sincerely,
The University of New Mexico

Voluntary Withdrawal-External
Action: Voluntary Withdrawal
Email Title: Voluntary Withdraw
Subject Line: Regarding your recent application for JOB.TITLE at the University of New Mexico
To: External Applicant
Cc: N/A
Message:

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

You are receiving this email to confirm the withdrawal of your application for JOB.TITLE (JOB.REQUISITION.ID). Thank you for your interest in the University of New Mexico. You can find additional employment opportunities at UNMJobs.

Sincerely,
The University of New Mexico
**Voluntary Withdrawal**

**Email Title:** Voluntary Withdrawal
**Subject Line:** Regarding your recent application for JOB.TITLE at the University of New Mexico
**To:** Internal Applicant
**Cc:** N/A
**Message:**

[UNM Logo]

Dear RECIPIENT.FIRST_NAME RECIPIENT.LAST_NAME,

You are receiving this email to confirm the withdrawal of your application for JOB.TITLE (JOB.REQUISITION.ID). Thank you for your interest in the University of New Mexico. We invite you to seek additional opportunities available in the UNM Career Center.

Sincerely,

The University of New Mexico

---

**Requisition Approval Final Status**

**Email Title:** Requisition Posting Review Notification
**Subject Line:** JOB.OU.DIVISION.TITLE: Requisition (JOB.REQUISITION.ID) JOB.REQUISITION.APPROVAL.FINAL.STATUS (Final Approval)
**To:** HSC Approver 1 / HR Approver / Student Approver / OFAS Approver1 / UNMTemps Approver
**Cc:** N/A
**Message:**

[UNM Logo]

The following requisition has been submitted/resubmitted for employment area review and it is JOB.REQUISITION.APPROVAL.FINAL.STATUS.

**ReqID:** JOB.REQUISITION.ID

**Requisition Title:** JOB.TITLE

**Department:** JOB.OU.LOCATION.TITLE

**Requisition Owner:** JOB.REQUISITION.OWNER.LIST.TEXT

**Hiring Manager:** JOB.REQUISITION.HIRING.MANAGER.LIST.TEXT

**JOB.REQUISITION.APPROVAL.SUMMARY.HTML**

If this requisition should not be posted, please contact the requisition owner immediately.
<table>
<thead>
<tr>
<th>Requisition Approval Final Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Requisition Approval Final Status</td>
</tr>
<tr>
<td><strong>Email Title:</strong> Requisition Approval Status Notification</td>
</tr>
<tr>
<td><strong>Subject Line:</strong> JOB.OU.DIVISION.TITLE: Requisition (JOB.REQUISITION.ID) JOB.REQUISITION.APPROVAL.FINAL STATUS</td>
</tr>
<tr>
<td><strong>To:</strong> Requisition Owner(s)</td>
</tr>
<tr>
<td><strong>Cc:</strong> Hiring Manager</td>
</tr>
<tr>
<td><strong>Message:</strong></td>
</tr>
</tbody>
</table>

[UNM Logo ]

Dear RECIPIENT.FIRST_NAME RECIPIENT.LAST_NAME,

The requisition for **JOB.TITLE (JOB.REQUISITION.ID)** has been reviewed by the assigned Approver and the status is: **JOB.REQUISITION.APPROVAL.FINAL.STATUS**.

- If the status is APPROVED, this means it has been received by the applicable employment area for further processing. This notice does not mean that the requisition has been posted; it will be posted after **JOB.OU.DIVISION.TITLE** has completed their review.
- If the status is DENIED, you will need to review the Approver’s comments for further instruction.

Comments from the Approver will appear here, if any: **JOB.REQUISITION.APPROVAL.SUMMARY.HTML**

You can verify the status of your requisition and to see if it’s been posted by viewing it in the Manage Requisition link found under the Recruit tab within UNMJobs.

Sincerely,

The University of New Mexico

<table>
<thead>
<tr>
<th>New Profile Creation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> New Profile Creation</td>
</tr>
<tr>
<td><strong>Email Title:</strong> New Profile Confirmation</td>
</tr>
<tr>
<td><strong>Subject Line:</strong> Profile Created for UNMJobs</td>
</tr>
<tr>
<td><strong>To:</strong> User</td>
</tr>
<tr>
<td><strong>Cc:</strong> N/A</td>
</tr>
<tr>
<td><strong>Message:</strong></td>
</tr>
</tbody>
</table>

[UNM Logo]

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

You have successfully created an applicant profile for UNMJobs. You may access your profile and apply for positions at the University of New Mexico by going to UNMJobs.

Thank you for selecting the University of New Mexico as your employer of choice.

Sincerely,

The University of New Mexico

<table>
<thead>
<tr>
<th>Application Confirmation</th>
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<tbody>
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<td><strong>Action:</strong> Application Confirmation</td>
</tr>
<tr>
<td><strong>Email Title:</strong> Application Confirmation</td>
</tr>
<tr>
<td><strong>Subject Line:</strong> Confirmation of Application Submitted for JOB.TITLE at the University of New Mexico</td>
</tr>
<tr>
<td><strong>To:</strong> External Applicant</td>
</tr>
<tr>
<td><strong>Cc:</strong> N/A</td>
</tr>
<tr>
<td><strong>Message:</strong></td>
</tr>
</tbody>
</table>

[UNM Logo]

Dear RECIPIENT.FIRST_NAME RECIPIENT.LAST_NAME,

You have successfully submitted your application for **JOB.TITLE (JOB.REQUISITION.ID)**. To check the status of your application, please go to UNMJobs.

Thank you for selecting the University of New Mexico as your employer of choice.

Sincerely,

The University of New Mexico
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<td>Subject Line: Confirmation of Application Submitted for JOB.TITLE at the University of New Mexico</td>
<td>To: Internal Applicant</td>
</tr>
<tr>
<td>Cc: N/A</td>
<td></td>
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<tr>
<td>Message:</td>
<td></td>
</tr>
<tr>
<td>[UNM Logo ]</td>
<td></td>
</tr>
<tr>
<td>Dear RECIPIENT.FIRST_NAME RECIPIENT.LAST_NAME,</td>
<td></td>
</tr>
<tr>
<td>You have successfully submitted your application for JOB.TITLE (JOB.REQUISITION.ID). To check the status of your application, please go to the Career Center.</td>
<td></td>
</tr>
<tr>
<td>Thank you for selecting the University of New Mexico as your employer of choice.</td>
<td></td>
</tr>
<tr>
<td>Sincerely,</td>
<td></td>
</tr>
<tr>
<td>The University of New Mexico</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action: Disposition</th>
<th>Email Title: Disposition Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Line: Your recent job application at the University of New Mexico</td>
<td>To: External Applicant</td>
</tr>
<tr>
<td>Cc: N/A</td>
<td></td>
</tr>
<tr>
<td>Message:</td>
<td></td>
</tr>
<tr>
<td>[UNM Logo ]</td>
<td></td>
</tr>
<tr>
<td>Dear RECIPIENT.FIRST_NAME RECIPIENT.LAST_NAME,</td>
<td></td>
</tr>
<tr>
<td>Thank you for your interest in employment at the University of New Mexico. Your application for JOB.TITLE (JOB.REQUISITION.ID) with JOB.OU.LOCATION.TITLE has been reviewed and you were not selected for this opportunity. We encourage you to continue to apply for positions that interest you. Our employment opportunities can be found at UNMJobs.</td>
<td></td>
</tr>
<tr>
<td>Sincerely,</td>
<td></td>
</tr>
<tr>
<td>The University of New Mexico</td>
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<th>Action: Disposition</th>
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<td>To: Internal Applicant</td>
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<tr>
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<td></td>
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<tr>
<td>Message:</td>
<td></td>
</tr>
<tr>
<td>[UNM Logo ]</td>
<td></td>
</tr>
<tr>
<td>Dear RECIPIENT.FIRST_NAME RECIPIENT.LAST_NAME,</td>
<td></td>
</tr>
<tr>
<td>Thank you for your interest in furthering your career with The University of New Mexico. Your application for JOB.TITLE (JOB.REQUISITION.ID) with JOB.OU.LOCATION.TITLE has been reviewed and you were not selected for this opportunity. We encourage you to continue to apply for positions that interest you. Job postings can be found in the Career Center.</td>
<td></td>
</tr>
<tr>
<td>Sincerely,</td>
<td></td>
</tr>
<tr>
<td>The University of New Mexico</td>
<td></td>
</tr>
</tbody>
</table>
**Interview Recommendation Recorded**

*Email Title: Interview Recommendation Recorded*

*Subject Line: Interview Recommendation Recorded*

*To: Hiring Manager*

*Cc: N/A*

*Message:*

```
[UNM Logo ]
Dear JOB.REQUISITION.HIRING.MANAGER.NAME.FULL,

An interview recommendation has been recorded for the **JOB.TITLE (JOB.REQUISITION.ID)** position.

**INTERVIEWER.FULL.NAME: INTERVIEWER.RECOMMENDATION**

The recommendation summary of all interviewers is as follows:

**INTERVIEWER.RECOMMENDATIONS.SUMMARY**

Sincerely,

The University of New Mexico
```

**Todays Scheduled Interviews**

*Email Title: Reminder to Interviewers - Today's Interviews*

*Subject Line: Your Scheduled Interviews for Today*

*To: Applicant Interviewer(s)*

*Cc: N/A*

*Message:*

```
[UNM Logo ]
Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

You have the following interview(s) scheduled for today:

**DAILY.INTERVIEWER.SCHEDULE.SUMMARY**

Sincerely,

The University of New Mexico
```

**Interview Scheduling Notification – Applicant**

*Email Title: Interview Scheduled for Applicant*

*Subject Line: Interview Confirmation*

*To: Internal Applicant / External Applicant*

*Cc: N/A*

*Message:*

```
[UNM Logo ]
Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

Your interview for the **JOB.TITLE (JOB.REQUISITION.ID)** position is scheduled as follows:

**APPLICANT.SCHEDULE.SUMMARY**

**COMMENTS.TO.APPLICANT**

If you need to cancel or reschedule, please contact **JOB.REQUISITION.HIRING.MANAGER.NAME.FULL**. Contact information is available in the **UNM Directory**.

Sincerely,

The University of New Mexico
```
**Interview Scheduling Notification – Interviewer(s)**

**Action:** Interview Scheduling Notification – Interviewer(s)  
**Email Title:** Notification of Scheduled Interview to Interviewer  
**Subject Line:** Applicant Interview Scheduled  
**To:** Applicant Interviewer(s)  
**Cc:** N/A  
**Message:**

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

An applicant interview has been scheduled for the **JOB.TITLE (JOB.REQUISITION.ID)** position.

Interview details are as follows:

**INTERVIEWER.SCHEDULE.SUMMARY**

**COMMENTS.TO.INTERVIEWER**

If you need to cancel or reschedule this interview, please contact **JOB.REQUISITION.HIRING.MANAGER.NAME.FULL**. Contact information is available in the UNM Directory.

Sincerely,

The University of New Mexico

---

**Interview Cancelled Notification**

**Action:** Interview Cancelled Notification  
**Email Title:** Interview Canceled Notification  
**Subject Line:** Interview Canceled  
**To:** Applicant Interviewer(s)  
**Cc:** N/A  
**Message:**

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

The applicant below has canceled the interview for the **JOB.TITLE (JOB.REQUISITION.ID)** position with **INTERVIEW.LOCATION.ADDRESS**.

**Applicant:** PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST  
**Interview Date:** INTERVIEW.DATE  
**Interview Time:** INTERVIEW.START.TIME

Sincerely,

The University of New Mexico
Requisition Request Submitted

Email Title: Requisition Request Submitted (UNMTemps)
Subject Line: Requisition Request Awaiting Action (UNMTemps)
To: UNMTemps Approver
Cc: N/A
Message:

[UNM Logo ]

A UNMJobs requisition request has been submitted and is pending your action. Please use the link below to view the requisition request. If you have questions regarding the requisition, please contact the requester identified below.

URL: PENDING.REQUEST.LINK

Position Title: REQUEST.POSITION.NAME

Request Submitted Date: REQUEST.SUBMITTED.DATE

Requester: REQUESTER.FULL.NAME

Sincerely,

UNMTemps of The University of New Mexico

Requisition Request Response

Email Title: Requisition Request Status
Subject Line: Requisition Request Status
To: Requestor
Cc: N/A
Message:

[UNM Logo ]

ACTION.DATE

Dear RECIPIENT.FIRST.NAME,

Your requisition request for REQUEST.POSITION.NAME submitted on REQUEST.SUBMITTED.DATE was REQUEST.RESPONSE.

Sincerely,

The University of New Mexico

Reference Letter Request (to external references)

Email Title: Reference Letter Request
Subject Line: Reference Letter Request
To: External reference email address
Cc: Hiring Manager
Message:

[UNM Logo ]

Dear REFERENCE.FIRST.NAME REFERENCE.LAST.NAME,

Your name has been given by PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST as a reference for the position of CUSTOM.POSITION.CLASS.TITLE with the University of New Mexico.

You can access the reference check form here - Reference Check Form.

Please complete the form and click the 'Submit' button when done. The reference check form will automatically be submitted to the hiring officials.

Thank you for participating in the reference check process.

Sincerely,

The University of New Mexico
Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

You have been selected as a finalist for the position of CUSTOM.POSITION.CLASS.TITLE (JOB.REQUISITION.ID). Please submit at least three (3) supervisory references.

In order to submit your references go to UNMJobs and log in. Select 'My Profile' and under 'My Tasks' you will be directed to 'Launch' the reference check process. After entering your reference contact information, click on the 'Submit' button. Your references will be emailed instructions on how to complete the reference process.

Sincerely,
The University of New Mexico
<table>
<thead>
<tr>
<th>Candidate Offer Response Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Candidate Offer Response Received</td>
</tr>
<tr>
<td><strong>Email Title:</strong> Offer Letter Received</td>
</tr>
<tr>
<td><strong>Subject Line:</strong> JOB.EMPLOYMENT.TYPE: Offer Letter OFFER.RESPONSE.DECISION for OFFER.LOCATION (JOB.REQUISITION.ID)</td>
</tr>
<tr>
<td><strong>To:</strong> OFAS Approver1 / HSC Approver 1 / StuEmp Approver 1 / UNMTemps Approver / HR Approver</td>
</tr>
<tr>
<td><strong>Cc:</strong> Hiring Manager</td>
</tr>
<tr>
<td><strong>Requisition Owner(s)</strong></td>
</tr>
<tr>
<td><strong>Message:</strong></td>
</tr>
</tbody>
</table>

![UNM Logo ]

The offer letter for PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST was OFFER.RESPONSE.DECISION on OFFER.RESPONSE.DATE. If the offer letter was declined, the candidate's comments will be listed below. If accepted, the appropriate employment area will initiate onboarding.

**Offer Letter Comments:** OFFER.NOTES

**Job Title:** JOB.TITLE

**Hiring Department:** OFFER.LOCATION

**Start Date:** OFFER.START.DATE

Thank you,

The University of New Mexico

<table>
<thead>
<tr>
<th>Email Offer to Candidate-External</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action:</strong> Email Offer to Candidate</td>
</tr>
<tr>
<td><strong>Email Title:</strong> Complete Final Onboarding</td>
</tr>
<tr>
<td><strong>Subject Line:</strong> Complete Final Onboarding</td>
</tr>
<tr>
<td><strong>To:</strong> External Applicant / Internal Applicant</td>
</tr>
<tr>
<td><strong>Cc:</strong> Hiring Manager / Requisition Owner(s)</td>
</tr>
<tr>
<td><strong>Message:</strong></td>
</tr>
</tbody>
</table>

![UNM Logo ]

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

Attached you will find documents related to your final onboarding tasks for your JOB.TITLE position with OFFER.LOCATION at the University of New Mexico. Completion of these tasks ensures that you are set up with your desired IRS deductions and that your paycheck is deposited into the designated account at your financial institution. Please review your personal information, including emergency contacts, and update if needed. Additional instructions, if any, will be listed below.

**Additional Instructions (if any):** OFFER.SEND.INSTRUCTIONS

Should you have any questions regarding the attached letter, please contact the department.

Sincerely,

The University of New Mexico
<table>
<thead>
<tr>
<th>Action: Send Offer to Candidate Profile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Title: Offer Letter Submitted to Candidate Profile</td>
<td></td>
</tr>
<tr>
<td>Subject Line: UNM Offer Letter for JOB.TITLE, OFFER.LOCATION (JOB.REQUISITION.ID)</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>External Applicant</td>
</tr>
<tr>
<td>Cc: Requisition Owner(s)</td>
<td></td>
</tr>
<tr>
<td>Hiring Manager</td>
<td></td>
</tr>
<tr>
<td>Message:</td>
<td></td>
</tr>
</tbody>
</table>

### External Applicant

**[UNM Logo]**

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

Congratulations, you have been selected for the position of **JOB.TITLE** (JOB. **REQUISITION.ID**) with the University of New Mexico!

An official offer letter is awaiting your review and signature in UNMJobs. Please log in and indicate if you accept the offer.

**Additional Instructions, if any are included here:**

OFFER.SEND.INSTRUCTIONS

Should you have any questions regarding your offer, please contact the hiring department.

Sincerely,

The University of New Mexico

---

### Internal Applicant

**[UNM Logo]**

Dear PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST,

Congratulations, you have been selected for the position of **JOB.TITLE** (JOB. **REQUISITION.ID**) with the University of New Mexico!

An official offer letter is awaiting your review and signature in UNMJobs. You can accept or decline by following these steps:

a. Log in to the **Career Center**
b. Hover on **UNMJobs** and select **Career Center**
c. Click the **Applications** tab and under **My Tasks** you will see the option to launch your offer letter.
d. Once clicking **Launch**, a window will appear with the link to download your letter.
e. Review the letter and in the response section of the window, select **Accepted** or **Declined**.
   - If you accept, click **Sign** and you will be directed to authenticate your UNM credentials. Upon signing in, the page will reload stating “Offer accepted”.
   - If you decline, select a reason, include notes and click **Submit**.

**Additional Instructions, if any, are included here:**

OFFER.SEND.INSTRUCTIONS

Should you have any questions regarding your offer, please contact the hiring department.

Sincerely,

The University of New Mexico
<table>
<thead>
<tr>
<th>Offer Pending Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action: Offer Pending Approval</td>
</tr>
<tr>
<td>Email Title: Offer Letter Pending Approval</td>
</tr>
<tr>
<td>Subject Line: Hiring Request Submitted for Approval</td>
</tr>
<tr>
<td>To: Next approver(s) if offer is pending</td>
</tr>
<tr>
<td>Cc: N/A</td>
</tr>
<tr>
<td>Message:</td>
</tr>
</tbody>
</table>

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

A UNMJobs hiring request has been submitted and is pending your approval. Please log in to UNMJobs to review the request. If you have questions, please contact the requisition owner identified below.

**Requisition ID:** JOB.REQUISITION.ID  
**Requisition Title:** JOB.TITLE  
**Requisition Owner(s):** JOB.REQUISITION.OWNER.LIST.HTML  
**Hiring Department:** OFFER.LOCATION  
**Start Date:** OFFER.START.DATE  
**Selected Candidate:** PROFILE.USER.NAME.FIRST PROFILE.USER.NAME.LAST

Sincerely,
The University of New Mexico

<table>
<thead>
<tr>
<th>Offer Approval Decision</th>
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</thead>
<tbody>
<tr>
<td>Action: Offer Approval Decision</td>
</tr>
<tr>
<td>Email Title: Hiring Request Approval Notification</td>
</tr>
<tr>
<td>Subject Line: UNMJobs Hiring Request JOB.REQUISITION.ID: JOB.TITLE OFFER.APROVAL.DECISION</td>
</tr>
<tr>
<td>To: Requisition Owner(s)</td>
</tr>
<tr>
<td>Cc: Hiring Manager</td>
</tr>
<tr>
<td>Message:</td>
</tr>
</tbody>
</table>

[UNM Logo ]

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME,

The hiring request for JOB.TITLE (JOB.REQUISITION.ID) has been OFFER.APROVAL.DECISION. Below is a summary of the comments that were entered by the hiring request approvers for your review. If the hiring request was not approved, the requested changes will be noted in the approver comments below.

**Comments:** OFFER.APROVAL.COMMENT

Please note that an offer letter may be issued once the employment area has completed their required review. Refer to the employment area’s standard operating procedure for the offer letter process.

Sincerely,
The University of New Mexico