

Applicant Form Downloadable

The fix on applicant form is already available in EAWork system

- Printable form in Applicant Profile.

Talent Acquisition > Applicant List

Applicant List >

Search Filters

Company
ABC Corp
ABC Corp
ABC Corp
ABC Corp
ABC Corp
ABC Corp
ABC Corp
ABC Corp

Gail I. Daniels

Age: 27
Gender:
Mobile Number: 0963-254-5215
Email Address: amberpark143@gmail.com
Career Objective:
Expected Salary:

Educational Background

College
De La Salle University
BS Business Administration
S.Y: 2013

Past Employment

ABC Company

Department: Admin
Salary Rate: 25000, Monthly
Inclusive Dates:
Exity Type: End of Contract
Reason for Seperation: Career Growth

Character Reference

Mr. Juan Dela Cruz

Occupation: Dean

Contact Details | Status | R

amberpark143@gmail.com 0963-254-5215	Draft
janemeryla@gmail.com 0929-754-2221	Draft
jane.arteza@algar.com 0527-833-6756	Draft
doe.doe.smith101@gm 0976-386-1613	Draft

View 1 - 15 of 31

Print

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View 1 - 15 of 31

Print

Export Type

Portable Document Format

Print



Daniels, Gail I.

Age: 27
Gender: Female
Career Objective:

Mobile Number: 0963-254-5215
Email Address: amberpark143@gmail.com

Educational Background

Attainment	School	Dates
High School: Some High School	De La Salle University	S.Y: 2013

Past Employment

Company	Department	Salary Rate	Salary Type	Inclusive Date	Exit Type	Reason for Separation
ABC Company	Admin	25,000.00	Monthly		End of Contract	Career Growth

Award and Citations

Title	Given By	Recognition Date	Place of Issue	Reason

Skill

Category	Skill	Rating

Pre-Employment Training

Training Title	Description	Date Attended	No. Of Units

Character Reference

Name	Occupation	Company	Address	Contact No.	Email Address
Mr. Juan Dela Cruz	Dean	De La Salle University	Taft Avenue	09635687512	juandelacruz@dlsu.ph
Ms. Clarita Dela Cruz	Admin Manager	ABC Company	Makati City	09356856475	clarita@abc.com.ph

Family Background

Relationship	Name	Birthdate	Address	Contact No.	Occupation	Occupation Address

Removal of Big Space in Header and Footer in Notification Template

The new enhancement is available in the EAWork system

- Removal of big space and footer when applicant receives an email using the template made via template builder.

Screening Schedule (Document Submission Regr) for Gail Daniels Trash x



tech@algarinfosys.com
sa ako ▾

Sab, Hul 27, 12:15 PM (2 araw ang nakalipas)

Isalin sa Filipino x

Dear **Ms. Daniels**,

Congratulations!

You have been recommended to undergo further screening related to your application for the position of **Marketing Officer**.

Please find the details of your schedule below:

Event : Document Submission Regr
Wherein : <https://applicant.everythingatworkoffline.com/Home>

Please confirm your availability by logging in to everything at work's Applicant Portal with your user credentials.

We look forward to your prompt response to the invitation.

Thank you.

NOTE: This is a system-generated email. Please do not reply. Emails sent to this address will not be answered.



Powered by Everything at Work

- This is the footer that was removed when the notification to be sent to the applicant is made via template builder.

- Create a notification template via template builder.

The screenshot shows the 'Template Builder' interface. At the top, 'Template Type' is set to 'Email Notification', 'Module' is 'Talent Acquisition', 'Template Name' is 'Invitation Letter - Interview (Online)', and 'Paper Size' is 'Letter'. The main editing area is titled 'Letter Head' and 'Body'. The body content includes a salutation 'Dear (Applicant: Title LastName)', a thank you message, and a list of instructions for the interview preparation. A right-hand sidebar contains a 'Keyword Lists' section with various categories like 'Accountability', 'Employee 201', and 'Employee Relations'.

- Add the created template in the Hiring Process Notification Template

The screenshot shows the 'Hiring Process' configuration page. A modal window titled 'Screening Activity' is open, allowing configuration for a specific activity. The 'Activity Type' is 'Interview' and the 'Activity Name' is 'Initial Interview'. The 'Milestone' is set to 20.00% and the 'Passing Score' is 0.00%. The 'Notification Template' dropdown is highlighted with a blue box and set to 'Invitation Letter - Interview (Online)'. Other options include 'Allow Skip' (NO), 'Hide Comments' (YES), 'Show Overall Rating' (YES), and 'Save profile in Employee 201' (NO). 'Update' and 'Close' buttons are at the bottom of the modal.

The screenshot shows a table of hiring process activities. The 'Initial Interview' row is highlighted with a blue border. The table columns include Activity, Milestone %, Allow Skip, Hide Comment, Show Overall Rating, Passing Percentage, Save profile in 201, and Email Notification Template.

Activity	Milestone %	Allow Skip	Hide Comment	Show Overall Rating	Passing Percentage	Save profile in 201	Email Notification Template
Background Check	10.00	No	No	No	0.00	No	
Initial Interview	20.00	No	Yes	Yes	0.00	No	Invitation Letter - Interview (Online)
Analytical and Critical Thinking Tests	30.00	Yes	No	No	100.00	No	
Medical Exam	40.00	No	No	No	0.00	No	
Document Submission	50.00	No	No	No	0.00	No	
Job Offer	80.00	No	No	No	0.00	Yes	
Hiring	100.00	No	No	No	0.00	No	

- Email receive by the applicant - no more footer and big space.

Screening Schedule (Initial Interview) for Sandy Oman Inbox x



tech@algarinfosys.com

sa ako ▾

Dear Ms. Oman

Thank you for your initial assessment, we're happy to invite you to the next interview stage.

Date: 07/23/2024

Time: 03:03 PM

Zoom Link:

Prepare the following:

1. Stable internet connection is required
2. He/She in your best corporate office attire.
3. Make sure to change your Zoom Name to your full name
4. Use Zoom background or blur your background if possible.

Thank you!