

# **Sending Regret Letters (In Screening or Assessment Step)**

**Taleo Version 21A**

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*Saskatchewan!* 

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## Sending a Regret Letter to One Person at a Time

Candidate	Disability	Aboriginal/VM	Req	Asset	%	Status
I choose not to respond	Member of a visible minority	0 / 7	0 / 5	S		
No	None of the above	0 / 7	0 / 5	S		
No	None of the above	2 / 7	0 / 5	S		
No	None of the above	0 / 7	0 / 5	S		
No	None of the above	4 / 7	2 / 5	S		
No	None of the above	6 / 7	3 / 5	S		
		0 / 7	0 / 5	S		
		0 / 7	0 / 5	S		

The process described in this document can be followed if the candidate has been Screened Out, or if they were deemed Unsuccessful in an Assessment.

While it is not typical to send a regret letter at the Screening step, you may choose to do so if you wish.

See [Regret Letters on Taskroom](#) for more information.

**Note:** Once a candidate is selected for an action, the candidate remains selected after the action performed. Un-selection is required before move on.

If the candidate's Step/Status has already been marked Unsuccessful, then while viewing the candidate's application, click the Send Correspondence icon **OR** select **Send Correspondence** in the **More Actions** drop-down.

**Change Step and Status**

Candidate Name: SSI, testpaper6(3068880)      Requisition Title: Court Administrative Assistant - Provincial Court (ADM017559)

Currently in: Step Screening, Status To Be Screened → Change to: Step Screening, Status Unsuccessful\*  
\* = completes the step

**Details or Disposition**

- Application received too late
- More qualified candidate selected
- Does not meet the required criteria for the role
- More senior candidate selected

**Comments**

Please enter comments here

**Select Other Action**

Send Correspondence

Cancel      **Apply and Proceed to Next Action**

If the candidate's Step/Status has not been marked Unsuccessful yet, then while viewing the candidate's application, click Change Step/Status icon **OR** in select **Change Step/Status** in the **More Actions** drop-down.

Make note of the candidate's current Step/Status.

Under **Change to Status**, select Unsuccessful.

Check **Send Correspondence**.

Select the reason under **Details or Disposition**.

Click **Apply and Proceed to Next Action**.

**Send Correspondence** [X]

Candidate Name Onboarding, Can1(780155)	Current Step Assessment	Current Status To Be Assessed
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Requisition Title  
Court Administrative Assistant - Provincial Court

Send message by:

Email  
 Printed Letter

Write a message

Email and From Template are selected by default.

Click **Next**.

**Send Correspondence - Select Template** [X]

Hide Template List

Showing: Organization, Location, Job Category

Additional Filters: Confidential, Read-only attachment

Intended for: All candidates

Keyword:

**Additional Vacation Leave Request - Out-of-Scope Only**

This email serves to request approval for additional annual vacation leave (or equivalent vacation pay for non-permanent appointment) for an out-of-scope staffing competition, as described below, in accordance with the section in *The Public Service Regulations* dealing with "additional vacation leave".

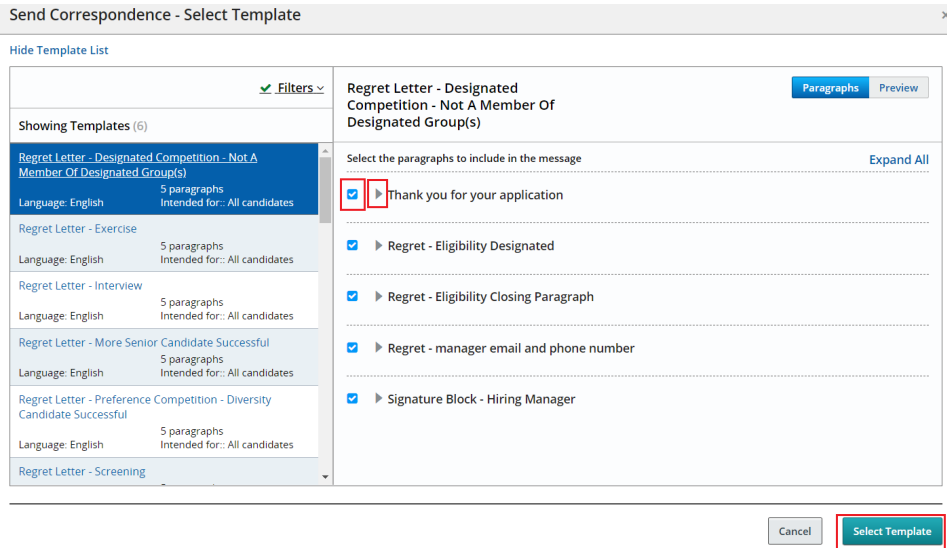
The request is for approval of a total of (ENTER\_TOTAL\_NUMBER\_OF\_WEEKS\_ANNUAL\_VACATION\_LEAVE\_REQUESTED\_MAXIMUM\_6) weeks of vacation leave (or equivalent vacation pay for non-permanent appointment).

I acknowledge this request may take 3 days to process: (TYPE\_YES\_TO\_ACKNOWLEDGE\_THIS\_REQUEST\_MAY\_TAKE\_3\_DAYS\_TO\_PROCESS)

**COMPETITION DETAILS**

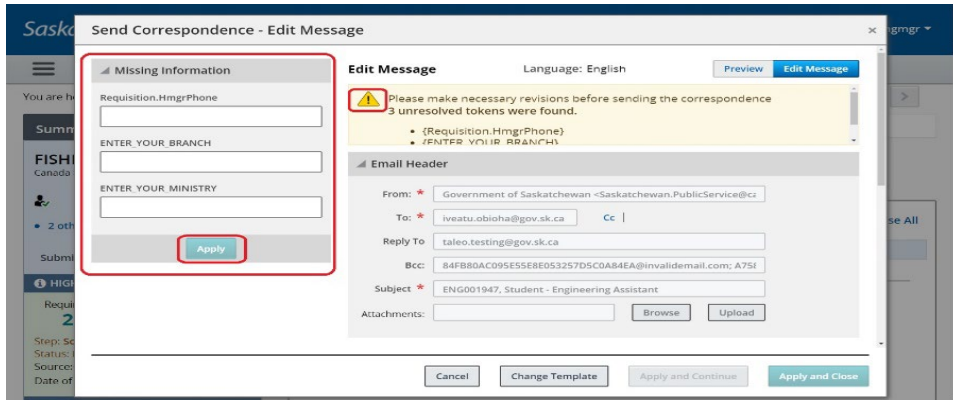
Click **Filters** to open the filter window. Type **Regret** in the Keyword field and click **Apply Filters**.

Select the correct correspondence based on the reason the person is unsuccessful.



Each correspondence consists of several paragraphs. Each paragraph is listed on the right-hand side. Click ▶ to the left of the paragraph title to open and review the paragraph, ensure those that are selected are appropriate.

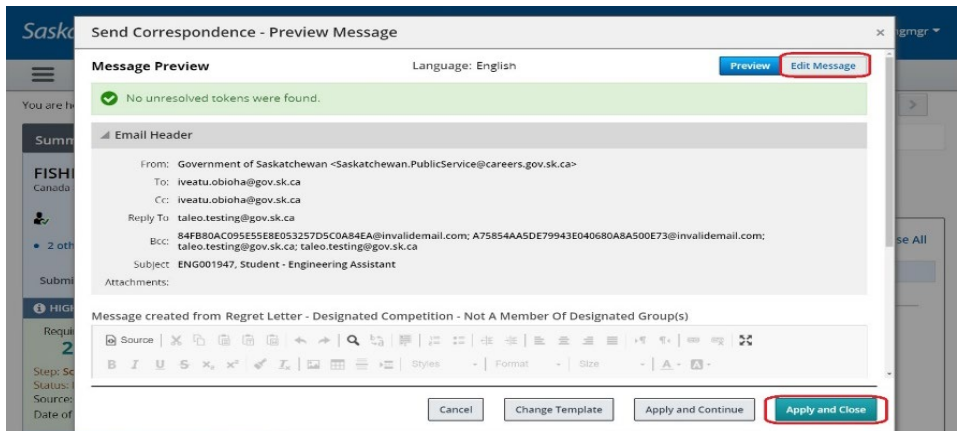
Select those paragraphs which you wish to include in your regret letter then click **Select Template**.



Fill in the missing information and then click **Apply**.

Scroll through the correspondence to ensure the content is accurate.

Click **Apply and Close** when the correspondence is ready to be sent.



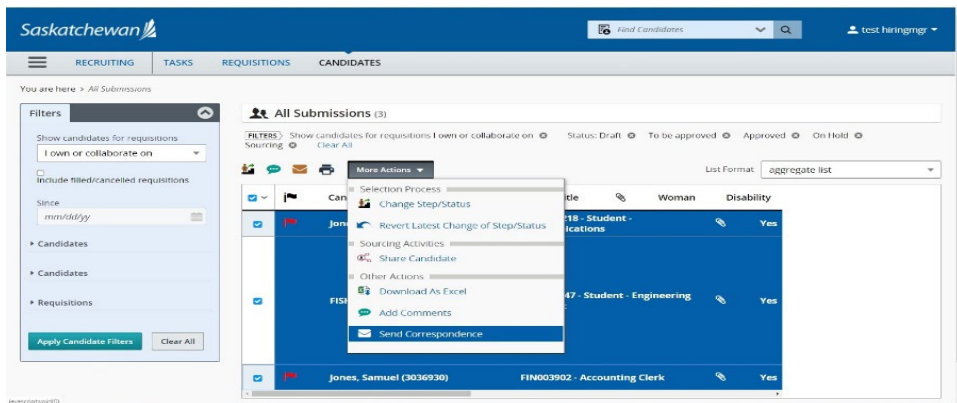
Click **Edit Message** to edit, if applicable.

If you wish to change the “From” email address, replace the content in that field with the desired email address.

If you are making changes to the “CC” or “BCC” lines, use a semi-colon between email addresses. Ensure the line does not end in a semi-colon.

Click **Apply and Close** when the correspondence is ready to be sent.

## Sending a Regret Letter to Multiple People at the Same Time



If you wish to send the same regret letter to more than one candidate at a time, the candidates must first all be in the same Step/Status.

Place a checkmark to the left of each recipient’s name. Then follow the instructions beginning on page 1.