Email

1. Email Verification upon Sign up
2. Invited to Apply – (newly added to this list)
3. Applicant Interview Schedule Notification (include interview tips)
4. Edited Applicant Interview Schedule
5. Canceled Applicant Interview Schedule
6. Notification to Employer upon approval
7. Welcome message to Employer users
8. Change password
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**Email Verification upon Sign up**

Subject: Welcome to Hoteleers! Verify your email

Hi there,

You’re almost ready to start enjoying Hoteleers!

Click the big blue button below to verify your email address.

[button]

Once logged in:

* You can set your job preferences so we can recommend job posts for you
* Update your profile with job descriptions so employers get to know you better

Great stuff begins with the first step!

To your success,

Hoteleers Team

[admin@hoteleers.com](mailto:admin@hoteleers.com)

**Invitation to Apply**

Subject: You’ve been invited to apply

Good day [**FIRST NAME**],

You have been invited to apply for the [Job Title] position with [**Company Name**].

[Log in] to your Hoteleers account to apply.

Good luck!

To your success,

Hoteleers Team

**Applicant Interview Schedule Notification**

Subject: Job Interview Schedule

Good day [**FIRST NAME**],

You have an interview scheduled with [**Company Name**] with the details below:

Graphical user interface, text, application

Description automatically generated

Good luck!

Our Interview Tips:

* Research the company and the job in advance
* Practice telling your story
* Read the headlines on the day of the interview
* Dress for success and to impress
* Arrive early but don’t check in until it’s time
* Be aware of your body language
* Ask questions that matter
* Only say good stuff about a former employer
* Mobile phone on silent mode and never visible
* Be authentic, connect with the interviewer as a person
* Know your Why’s

[Log in] to your Hoteleers account.

To your success,

Hoteleers Team

[admin@hoteleers.com](mailto:admin@hoteleers.com) – remove this

**Edited Applicant Interview Schedule**

Subject: Job Interview Schedule - CHANGES

Good day [**FIRST NAME**],

Your interview scheduled with [**Company Name**] **has been changed** **with new details below**:

Graphical user interface, text, application

Description automatically generated

Good luck!

Our Interview Tips:

* Research the company and the job in advance
* Practice telling your story
* Read the headlines on the day of the interview
* Dress for success and to impress
* Arrive early but don’t check in until it’s time
* Be aware of your body language
* Ask questions that matter
* Only say good stuff about a former employer
* Mobile phone on silent mode and never visible
* Be authentic, connect with the interviewer as a person
* Know your Why’s

[Log in] to your Hoteleers account.

To your success,

Hoteleers Team

[admin@hoteleers.com](mailto:admin@hoteleers.com) – remove this

**Canceled Applicant Interview Schedule**

Subject: Job Interview Schedule - CANCELATION

Good day [**FIRST NAME**],

Your interview scheduled with [**Company Name**] **has been canceled**.

We recommend you send the interviewer a short email if you haven’t communicated yet.

If the application moves forward, then all is great!

Otherwise, we have lots of good stuff you may want to check out [link to job board]

You only need one good offer, so let’s find it!

[Log in] to your Hoteleers account.

To your success,

Hoteleers Team

[admin@hoteleers.com](mailto:admin@hoteleers.com) – remove this

**Notification to Employer upon approval (main contact person)**

Subject: Welcome to Hoteleers! Let’s get you started

Congratulations!

**[Company Name]** is almost ready to start enjoying Hoteleers!

Let’s help you get set up.

Please fill out the list of users and we’ll create an account for each of them.

Note that there is no limit on the number of users that we can create for you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prefix (Mr/Ms) | Last Name | First Name | Title/ Designation | Email address | Tel # (optional) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Email list to [sales@hoteleers.com](mailto:sales@hoteleers.com)

Once you receive your access, you can immediately:

* Update your company profile
* Feature your awesome photos for applicants to see

We’ll send you and your team guides on how to get the most out of the Hoteleers Applicant Management System.- remove this

To your success,

Hoteleers Team

[sales@hoteleers.com](mailto:sales@hoteleers.com)

**Welcome message to each Employer User**

Change Password Process Flow

First-time log-in (Employer)

1. User receives system-generated password via email

2. User logs in to the Hoteleers site

3. Prompts to change password

4. Once the password is changed, the user will be redirected back to the login

Subject: Welcome to Hoteleers! Let’s get started

Hi [**FIRST NAME**],

Congratulations!

Your temporary password is [Xxxxxxxxx]

[Log in] to your Hoteleers account.

Once you receive your access, you can immediately:

• Update your company profile

• Feature your awesome photos for applicants to see

To your success,

Hoteleers Team

sales@hoteleers.com

**Change Password (Employer / Applicant)**

1. Send change password link to email

2. User clicks link and redirects to input old and new password

3. Redirect back to login

Subject: Change your Hoteleers password

Hi [FIRST NAME],

You’re receiving this email because you recently requested a change in the password for your Hoteleers account.

Click the link below to proceed.

[Change password]

Wasn't you? Please report this as a suspicious login and change your password immediately!

[Report login] <<<<sets email to [admin@hoteleers.com](mailto:admin@hoteleers.com) with Subject: Report login

Thanks for helping us keep your account secure.

To your success,

Hoteleers Team

**Forgot Password (Employer - Applicant)**

1. Send change password link to email

2. User clicks link and redirects to input new password

3. Redirect back to login

Subject: Reset your Hoteleers password

Hi [FIRST NAME or E-MAIL ADD?], or Hi there,

You’re receiving this email because you recently requested to reset the password for your Hoteleers account.

Click the link below to proceed.

[Reset password]

Wasn't you? Please report this as a suspicious login and change your password immediately!

[Report login] <<<<sets email to [admin@hoteleers.com](mailto:admin@hoteleers.com) with Subject: Report login

Thanks for helping us keep your account secure.

To your success,

Hoteleers Team