**EMAIL Details – Bounceback List**

**Email addresses to be made**

1. Info@bouncebacklist.com
2. Candidate@bouncebacklist.com
3. Corporate@bouncebacklist.com
4. Analytics@bouncebacklist.com

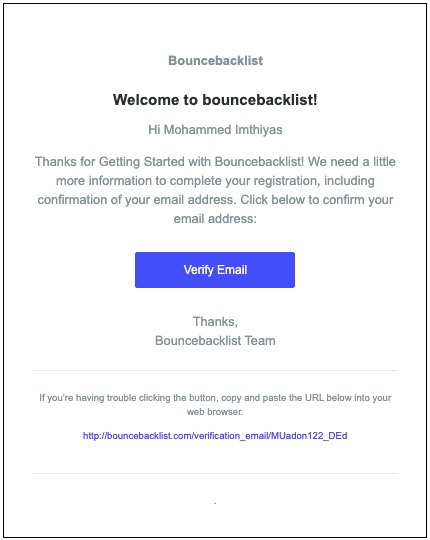
**BounceBack Email Chain**

1. Verification – email
2. Verification – SMS
3. Forgotten Password
4. Welcome to BounceBack
   1. Candidates
   2. Companies
5. Complete your profile
   1. Candidates
   2. Companies
6. Job posting – is live
7. Successful Upload of Employee List
8. Email to employee post bulk upload / single candidate entry
   1. Uploaded by Company
   2. Uploaded by Omam
9. Email to Company saying application received from candidate
10. Email to Candidate confirming application

**Please NOTE- BounceBack (capital B twice in the spelling)**

1. **Verification – email (Common for candidate and company)**

Email format as shared by you previously: Change the verify button to BounceBack Colors



**Subject:** Important: BounceBack List - Please Verify your email.

**Heading: “Welcome to BounceBack List”**

Hi {First Name}, it's great to have you on board! We need a little more information to complete your registration, including verification of your email address. Click here to verify your email address:

Verify Button

LOGO of Bounceback

Thanks,  
Team BounceBack List

If you are having trouble clicking the button, copy and paste the URL below in your web browser

http://......

1. **Verification – SMS**

Please enter XXXX as OTP to verify your mobile on BounceBack List. Visit BounceBacklist.com for real time updates.

1. **Forgotten Password**

**Subject: BounceBack List Password Reset**

Email Format (as in Point 1):

**Heading: “Forgotten Password”**

Dear {First Name},

It seems you have forgotten your password. Please below to reset your password.

“Rest your password” button

Do let us know if you face any problem in resetting your password

BounceBack Logo

Best Regards,

Team BounceBack List

* 1. **Welcome Email – for CANDIDATES – to be sent post completion of registration**

Subject: Welcome to BounceBack List –Helping Find your Next Opportunity

Email Format (as in Point 1):

**Heading: “Welcome {First Name} to the BounceBack List network!”**

We are here to help you navigate through these turbulent times. We bring together Analytics, AI and four decades of experience in HR Consulting to find the most suitable opportunities for you.

Our services include Career Coaching, Resume Building, Interview Resources and job searches.

We have many Helpful Resources (hyperlink) on the website that you must review as you start your journey in the post Covid-19 world.

BounceBack Logo

Best Regards,

Team BounceBack List

* 1. **Welcome Email – for COMPANIES – to be sent post completion of registration**

Subject: Welcome to BounceBack List – Your HR Platform

Email Format (as in Point 1):

**Heading: “Welcome {Company Name} to the BounceBack List network!”**

We bring together Analytics, AI and four decades of experience in HR Consulting to support your organisation and your people navigate through these turbulent times.

If your company is going through layoffs, you can support your employees by providing their details on our platform, so we can connect them to opportunities.

We are also supporting our clients plan their return to “New Normal”through **HR Advisory Services** – including Re-Starting Work Manual, Communication, Motivation, Work From Home Policies, Organisation and Compensation Restructuring, outplacement support. Speak to our consultants for more information or write to us at [Corporate@bouncebacklist.com](mailto:Corporate@bouncebacklist.com)

We also have many Helpful Resources (hyperlink) on the website that you must review as we head into the new post Covid-19 world.

BounceBack Logo

Best Regards,

Team Bounceback List

info@bouncebacklist.com

* 1. **Complete your Profile (for Candidates)**

**Subject: Opportunities await you – Complete your profile**

Email Format (as in Point 1):

**Heading: “Complete Your Profile”**

Dear {First Name} {Last Name}

We noticed that you have not completed your registration on BounceBack List. Companies will only be able to see your profile and reach out to you once you have completed these details. Click here to complete your registration now.

Complete Registration button

BounceBack Logo

Best regards,

Team BounceBack List

* 1. **Complete your Profile (for Companies)**

**Subject: Complete Your Company Profile”**

Email Format (as in Point 1):

**Heading: “Complete Your Company Profile”**

Dear {First Name} {Last Name}

We noticed that you have not completed your registration on BounceBack List. Once you have completed your registration you’ll be able to post jobs, browse list of candidates, upload lists of employees for outplacement and other such features. Click here to complete your registration.

Complete Registration button

BounceBack Logo

Best regards,

Team BounceBack List

[info@bouncebacklist.com](mailto:info@bouncebacklist.com)

1. **Job posting – is live**

**Subject: Thank you for posting a job on BounceBack List**

Email Format (as in Point 1):

**Heading: “Congratulations! Your Job Posting is now live.”**

Thank you for posting a job on BounceBack List. Your Job Posting for {Job ID} and {Position} is now live. Click here to track the real time status of your postings

View Job Posting button

BounceBack Logo

Best regards,

Team BounceBack List

1. **Successful Upload of Employee List**

**Subject: Your employee list is uploaded successfully.**

Email Format (as in Point 1):

**Heading: Congratulations! Your Employee List was successfully uploaded!**

Thank you for uploading list of affected employees on BounceBack List. Click here to view your uploaded lists.

Uploaded Lists

We are also supporting our clients plan their return to “New Normal”through **HR Advisory Services** – including Re-Starting Work Manual, Communication, Motivation, Work From Home Policies, Organisation and Compensation Restructuring, outplacement support. Speak to our consultants for more information or write to us at [Corporate@bouncebacklist.com](mailto:Corporate@bouncebacklist.com)

We also have many Helpful Resources (hyperlink) on the website that you must review as we head into the new post Covid-19 world.

BounceBack Logo

Best regards,

Team BounceBack List

1. **Email to employee post bulk upload / single candidate entry**
   1. **Email to Employee that information has been uploaded by Company**

**Subject: You’ve been recommended by [company name]; register yourself**

**Heading: Complete your Registration**

Dear {First Name}

We recently received your information from {Company Name}.

We are here to help you navigate through these turbulent times. We bring together Analytics, AI and four decades of experience in HR Consulting to find the most suitable opportunities for you.

Our services include Career Coaching, Resume Building, Interview Resources and job searches.

We have many Helpful Resources (hyperlink) on the website that you must review as you start your journey in the post Covid-19 world.

Click here to complete registration and edit details

Complete Registration Button

BounceBack Logo

Best regards,

Team BounceBack List

* 1. **Email to Employee that information has been uploaded by OMAM through a third party source**

**Subject: You’ve been recommended to BounceBack List; register yourself**

**Heading: Register yourself**

Dear {First Name},

We are sorry to hear about the recent retrenchment in your company. We are here to help you navigate through these turbulent times. We bring together Analytics, AI and four decades of experience in HR Consulting to find the most suitable opportunities for you.

Our services include Career Coaching, Resume Building, Interview Resources and job searches.

We have many Helpful Resources (hyperlink) on the website that you must review as you start your journey in the post Covid-19 world.

Register with BounceBack List Button

BounceBack Logo

Best regards,

Team BounceBack List

1. **Email to Company saying application from candidate**

**Subject: Application received from [candidate name] for your job posting [role]**

**Heading: Application(s) Received**

Dear [first name],

Candidates are viewing your job opening and are applying for it. You have received the profile from [candidate name], [company name], [last role]. To see more details log into BounceBack list.

If you need support with screening and shortlisting, connect with our consultants for the same. You can write to us at corporate@bouncebacklist.com

BounceBack Logo

Best regards,

Team BounceBack List

1. **Email to Candidate for successful job application (once a day – Email at midnight)**

**Subject: Your Job Applications**

**Heading: Your Job Applications**

Dear {First Name} {Last Name}

You have applied to the following jobs through BounceBack List on {Date}. Recruiter(s) will contact you at {registered email id} and {Registered Mobile Number}. Update contact details (hyperlink)

1. {Position Name}

{Company Name}

…click here for more details

1. {Position Name}

{Company Name}

…click here for more details

BounceBack Logo

Best regards,

Team BounceBack List