



Greenhouse Default Emails

Email	Recipients
User Invitations	Designated user
Password Reset SSO	Designated user
Permission Changes (if checkbox selected on permissions page)	Designated user
Hiring Plan Permission Change	Designated user
Bulk Resume Receipt (notification of upload and any potential errors)	User who took action
Bulk Print Resume (pdf of files)	User who took action
Bulk Print Resume Failure	User who took action
Bulk Print Resume Error	User who took action
New Candidate added to job	Users added to notification setting for new candidates or new agency submissions
New Referral added to job	Users added to notification setting for new referrals
New Candidate referral receipt	User who submitted the referral
New Prospect referral receipt	User who submitted the prospect
Weekly Recruiting Report	Users who sign up for the email in Job Setup
Weekly Recruiting Report (SHED Button)	Users who sign up for the email in Job Setup
Calendar invite failed - there was no invitation attached	User who scheduled the invite
Calendar invite failed - you are not a member of that org	User who scheduled the invite
Interview Reminder	Interviewers on invite
Daily Recruiting Email	Users who sign up for the email in My Info
Unknown Interviewers	User who scheduled the invite
Interviewers Don't Have Access to Candidate	User who scheduled the invite
Follow-up reminder	All users added to follow-up reminder



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Scorecard Update	Users who sign up for the email in Job Setup
@mention on scorecard	User @mentioned
@mention on note	User @mentioned
@mention on approval notes	User @mentioned
Candidate stage transition	Users added to notification setting for stage transitions
Follower update when candidate moved	Users who elected to follow candidate
Someone submits a take home test but the stage no longer exists	User who created the test
Take home test, grading request	User labeled as the grader on the take home test
Take home test received	Users who sign up for the email in Interview Kit (Graders, Recruiter, Coordinator, Other Users)
Job advertisement expiration	User who created the job ad
New Hire Summary	Users who are entered in the modal after Offer Marked as Accepted
Email verification	Designated user
Email you sent has bounced (failed to deliver)	User who sent the email
Bulk Update of Greenhouse Approval Flows Confirmation	User who bulk updated approval flows
Slack Notification Failed because Slack disconnected	User who set up Slack notification
Notification that a candidate filled out a form	User who sent the candidate the form
GDPR data to be deleted	User designated as GDPR Data Protection Officer
User Invitations	Designated user
Notificaiton that agency user was added to an organization	The agency user who has been invited
Candidate status change (rejected/marked as hired)	Agency user who added the candidate
Candidate stage change	Agency user who added the candidate



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Notification to agency user that candidate has changed stage/state	Agency user
Job Approval Request	Users on approval chain
Job Approval Rejection	Hiring Managers, Recruiters, User who requested approval
Job Approved/Opened	Hiring Managers, Recruiters, User who requested approval
Job Approved/Officially Opened (if using 2 stage job approvals)	Hiring Managers, Recruiters, User who requested approval
Offer Approval	Hiring Managers, Recruiters, User who requested approval
Job Approval, Begin Recruiting Approval, Offer Approval, Offer/Job Reject	The person Requesting Approval
Bulk user import	User who uploaded bulk import
Notification that an application was not processed	Candidate
GDPR notification email	Candidate whose data was added to Greenhouse
Notification of completeing a Docusign doc	The sender of the Docusign envelope
Global email address verification	Global email address being verified
After a user exports data to a spreadsheet, if export was successful, emails spreadsheet link	User who requested the export
Exported Resumes - Success/Confirmation	User who performed this action
Exported Resumes - Failure alert	User who performed this action
Delete Exported Resumes - Success/Confirmation	User who performed this action
Delete Exported Resumes - Failure alert	User who performed this action
Workday integrations credentials failure notification	User with Workday permissions
A notification that the sender of a Maildrop is not in Greenhouse	The sender of the maildrop (nonuser)
A notification that the sender of a Maildrop is an agency user (and cannot use Maildrop)	The sender of the maildrop (nonuser)



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Maildrop Success/Confirmation Receipt	User who performed this action
A notification that the email address for the candidate sent by maildrop is no good	The sender of the maildrop
Notifies a user when a note has been submitted by an agency recruiter	The recruiter and coordinator on the job
Sends an email with the post-candidate experience survey to the candidate	Candidate
Sends an email with an attachment of an embedded report	User who is set to receive the report
Sends an email with a link to an unembedded report	User who is set to receive the report
Report email delivery failed (non-scheduled)	User who sent report
Scheduled report delivery failed	User who created scheduled report
Scheduled report email recipients changed	User who created scheduled report
Candidate availability received	User who requested availability
Webhook failure notification	Email address set as webhook error recipient
Default Candidate Interview Confirmation Message	Candidate Selected
Default Candidate Availability Request Message	Candidate Selected
Default Candidate Referral Receipt	User who submitted referral
Default Candidate Rejection	Candidate Selected
Default EEOC Data Request	Candidate Selected
Default Extending Offer	Candidate Selected
Default Interviewer Invite	User/Interviewer Invited
Default Job Admin Welcome Message	User Invited
Default Prospect Referral Receipt	User who submitted prospect



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Email	Recipients
Default Scorecard Reminder	User/Interviewer selected to send reminder to
Default Site Admin Welcome Message	User invited
Team Email re: Candidate Packets	Users selected
Default Candidate Auto Reply	Candidate who replied
Default Event Prospect Auto Reply	Prospect who applied via event app