

Q: Are there any standard invitation/reminder/follow-up emails sent out to respondents of either information collection?

A: Your online application has been successfully submitted

(Please Note: This message was automatically generated. Please do not respond.)

Dear [Name],

We confirm that your application for: [Job Opening ID Number] – [Job Title and NAF Payband] has been accepted for further consideration and processing.

To review your information, please navigate to the Careers Home page to access your account and review your accepted applications in progress and corresponding status.

Your Application has been forwarded to Hiring Manager

Hello [Name],

Your application for the [Job Opening ID Number] – [Job Title and NAF Payband] has been forwarded to the Hiring Manager.

Thank You
MCCS Careers

Interview Schedule

You are scheduled to interview for [Job Opening ID Number] - [Job Title and NAF Payband], with the following schedule:

Interviewer:

Date:

Start:

End:

Location:

You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you.

Job Offer

Dear [Name],

Congratulations! We are delighted to extend to you an offer of employment for the following position.

Job Opening ID: [Number] [Job Title and NAF Payband]

The details of your job offer can be viewed on the MCCS Careers page. <https://careers.usmc-mccs.org>

Select the Prospective Employees button. (*If you are a current MCCS Employee, select the Current Employees button and log into your Self-Service) You will be required to log in with your user ID and password. Follow the instructions in the job offer to accept or reject the job offer online. This job offer will expire on [Date]

If you need assistance with your job offer, please contact your recruiter directly.

Applicant Rejection Letter - sent by Recruiter via Reject and Send Correspondence

[Date]

[Name of Applicant]

Dear [Name]

Thank you for taking time to apply for a position with us. We have given careful consideration to your experience and skills with regard to the position:

[Job Opening ID Number] [Job Title and NAF Payband]

After weighing the credentials of the many candidates for the position, we regret to inform you that we have decided to pursue another candidate whose background, interests and education most closely parallel our position requirements.

Because your skills, knowledge and abilities may be suited for another position with us, you are encouraged to apply for other opportunities with our organization.

Thank you for your interest in employment with Marine Corps Community Services.

Sincerely,

Your MCCS Recruiter