

Table of Contents

Creating And Routing An UNCLASSIFIED Requisition 3

- * Creating A New Requisition 3
- * Routing A Requisition..... 5
- * Viewing A Requisition 5
- * Requisition Approval 6

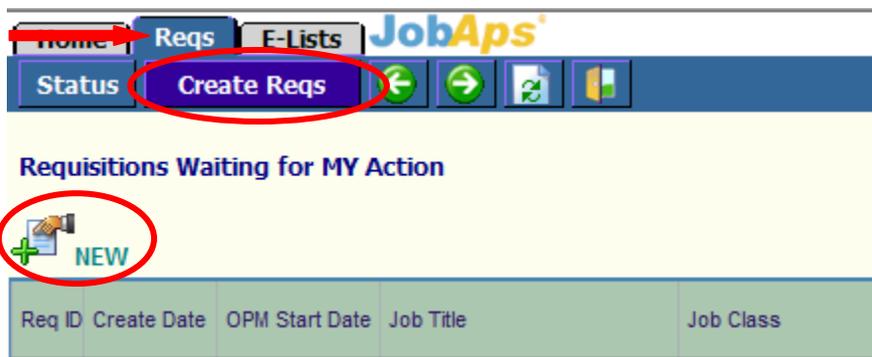
Viewing an Eligible List/Requesting & Managing A Certified List 10

- * Viewing An UNCLASSIFIED Eligible List..... 10
- * Requesting A Certified List..... 11
- * Viewing A Certified List 12
- * Sharing A Certified List 15
- * Managing A Certified List 16

Notices 18

- * Using An Existing Template 21
- * Creating/Saving A Template 20
- * Updating A Template 21
- * Sending A Notice 22

I. Creating and Routing an UNCLASSIFIED Requisition



- Go to the **Reqs Tab** and click on the **Create Reqs** button. Then click on the  icon.
- This will open up a new requisition.

 Save & Close
  Print
  Close

Requisition for Office of Personnel Management
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: _____ **Date Requisition Created:** 12/13/2007 9:38:00 AM

Requisition ID: _____

Department: Office of Personnel Management

1
 Job Class Number and Job Class Title:
 Select Class Title and Number

Type of Certification or Recruitment: **2**
 Select One

Working Title: **3**

4
 Keep Open for:

- Select "UNCL – UNCLASSIFIED" in the **Job Class Number and Job Class Title** drop-down menu.
- Select "Unclassified" in the **Type of Certification or Recruitment** drop-down box.
- Fill in the **Working Title** text box with the appropriate title for your position i.e. *Internal Auditor, Administrative Secretary, Field Services Coordinator etc.*
- Denote the amount of time you wish for the job announcement to be open by filling in the text box for **Keep Open For** i.e. *2 weeks, 5 weeks, open until filled etc.*

List Requirements: If your agency is requesting an additional FEPA certificate for this recruitment, you will need to add an additional row with the type of specialty recruitment in the "Notes:" section below.

ID/Control #	#Vac	Work Location	Location Filter
	5	6	
	1	Canadian	
Notes: \$2,905 - \$3,999/month			
7			

AgencyNote: 8

Basic Purpose: This job is to make everyone on the earth happy at all times...
 Education/Experience required: Bachelor's Degree in Smiley Faces.
 License: Certified Rainbow Maker preferred.
 Additional Application Instructions: Please attach a cover letter and resume with your online application.

5. Choose the number of vacancies for the job announcement with the **#Vac** drop-down menu.
6. Choose the county of the vacancy in the **Work Location** drop-down menu.
7. Place the salary range for the position in the **Notes:** section.
8. In the **Agency Note** section, place information to be listed on the online job announcement. ALL of the information MUST be categorized and labeled into one of the sections below:
 - a. Job Description/Basic Purpose
 - b. Typical Functions
 - c. Knowledge, Skills and Abilities
 - d. Education and Experience Requirements
 - e. Licenses/Certificates required
 - f. Benefits
 - g. Notes i.e. criminal investigation required,
 - h. Additional Application Instructions i.e. send resume to, attach cover letter, contact number for questions.

ContactName 9

ContactPhone 9

CertToName 10

9. Place your name and phone number in the **Contact Name** and **Contact Phone** text boxes.
10. In the **CertToName** box, put the email address(es) of the HR User(s) that will be receiving the list of applicants.
11. Once you have completed the entire requisition worksheet, click on the  **Save & Close** link at the top or bottom of the page.
12. The requisition will appear on your **Requisitions Waiting for MY Action** table.

c. Route Your Requisition

Your newly created requisition will appear as shown below.

The screenshot shows the JobAps interface with the 'Reqs' tab selected. A red arrow points to the 'Create Reqs' button. Below the navigation bar, there is a section titled 'Requisitions Waiting for MY Action' with a 'NEW' icon and three action buttons: 'Review', 'Route', and 'History'. A table displays the following requisition:

Req ID	Create Date	OPM Start Date	Job Title	Job Class	Status	Pending User	Pending Action
120	12/13/2007 //		Accountant	D14A	Idle	Okcareers Okcareers	None

1. Highlight the row of your requisition and click on **Route**.
2. Choose the user you need to route the requisition to for approval **OR** choose "Route to OPM" if no additional approval is necessary.

The dialog box shows 'Route this Requisition to:' with a dropdown menu set to 'Route To'. There are 'Route' and 'Cancel' buttons.



You have now created and submitted your requisition to OPM!

d. View Your Requisition

The screenshot shows the JobAps interface with the 'Status' button highlighted in a red circle. Below the navigation bar, there is a filter section with the following fields:

- Agency: Office of Personnel Management
- Requisition ID: []
- Created on or after: []
- Job Title: []
- Job Class: []
- Created on or before: []

Buttons for 'Filter' and 'Reset' are also visible.

1. Go to the **Reqs Tab** and select the **Status** button to view the status of your requisition throughout the entire hiring process.
2. Choose various filter fields to display your requisitions quickly. Select to filter by Job Title, Requisition ID, Job-Class or even by the date created. Then click the **Filter** button.
3. To view the actual requisition, double-click on the requisition line **OR** highlight the requisition you want and click the **Review** button.
4. To see past changes or other types of activities for that requisition, highlight the requisition row and click on the **History** link to review the history at any time.

e. Requisition Approval

1. Regular Requisition Sent Directly to OPM

The screenshot shows the JobAps system interface. At the top, there are navigation tabs: Home, Reqs, E-Lists, Reports, and Admin. The 'Status' button is circled in red. Below the navigation is a search bar with fields for Agency (Office of Personnel Management), Requisition ID, Job Title, Job Class (D14A), and dates. A table below shows a requisition with ID 120, created on 12/13/2007, for the job title 'Accountant' in class 'D14A'. The status is 'Approved BY HR', which is circled in red with a yellow arrow pointing to it. The pending user is 'Crystal Burke' and the pending action is 'Waiting for HR Processing'.

Req ID	Create Date	OPM Start Date	Job Title	Job Class	Status	Pending User	Pending Action
120	12/13/2007 //		Accountant	D14A	Approved BY HR	Crystal Burke	Waiting for HR Processing

- a. Once a requisition has been submitted to OPM for approval, you may use the **Status** button to track your requisition along the way. When your requisition has been approved, it will be noted as approved in the Status field.
- b. If your requisition is not approved by OPM, you will receive the following email notification:

*** AUTOMATED NOTICE ***

The requisition you submitted for

Job class.... E12A Administrative Programs Ofcr
 Cannot be processed by HR because:

If you are not currently logged on, click on the link below to enter the JobAps system to review, modify, and re-submit your requisition:
<https://www.jobaps.com/OK/admin/>

If you have a question about completing the requisition, please contact Crystal Burke at crystal.burke@opm.ok.gov or 405-521-6342

Req ID	Create Date	OPM Start Date	Job Title	Job Class	Status	Pending User	Pending Action
125	12/14/2007 //		Administrative Programs Ofcr	E12A	HR DENIED: Routed Back for Revision	Okcareers Okcareers	HR is Waiting for Revision

c. To edit the requisition after denial:

- i. Proceed to the **Reqs Tab** and select the **Create Reqs** button.
- ii. In your **Requisitions Waiting for MY Action** table, highlight and double-click the requisition to edit.
- iii. Make the required changes and route the requisition to OPM again for approval.

2. Requisition Needing Prior HR User Approval

- a. If a requisition must have prior approval before submitting directly to OPM, the creator of the requisition will route it to the HR User to approve as noted above.
- b. The Approver will receive the following email automatically:

```

*** JobAps AUTOMATED NOTICE ***

A JobAps requisition has been routed to you and is now ready for your review.

The Requisition ID is 127.
Created by... Tom.Impson@opm.ok.gov
Job class.... E22A Administrative Librarian
Vacancy in...
Details..... https://www.jobaps.com/OK/admin/

Press REPLY to respond to the person who routed this requisition to you.

-JobAps Automated Requisition Routing Tool
    
```

Requisitions Waiting for MY Action

Req ID	Create Date	OPM Start Date	Job Title	Job Class	Status	Pending User	Pending Action
127	12/14/2007 //		Administrative Librarian	E22A	Routed to O Okcareers	Okcareers Okcareers	Waiting for Review

- c. To review and approve the requisition at the Agency level:
 - i. Proceed to the **Reqs Tab** and select the **Create Reqs** button.
 - ii. In your **Requisitions Waiting for MY Action** table, highlight and double-click the requisition to be reviewed. The requisition can be located easily with the **Req ID #** from your email.
 - iii. Make any changes and select **Route to OPM** in the drop down box and then click **Save & Route**.

- d. To review and decline a requisition at the Agency level:
 - i. Proceed to the **Reqs Tab** and select the **Create Reqs** button.
 - ii. In your **Requisitions Waiting for MY Action** table, highlight and double-click the requisition to be reviewed. The requisition can be located easily with the **Req ID #** from your email.

HUMAN RESOURCES USE ONLY (only HR can fill out the items below)

Approved Declined Reason: By:

HR Notes and Comments:

- No Routing -  Save & Route  Save & Close  Close

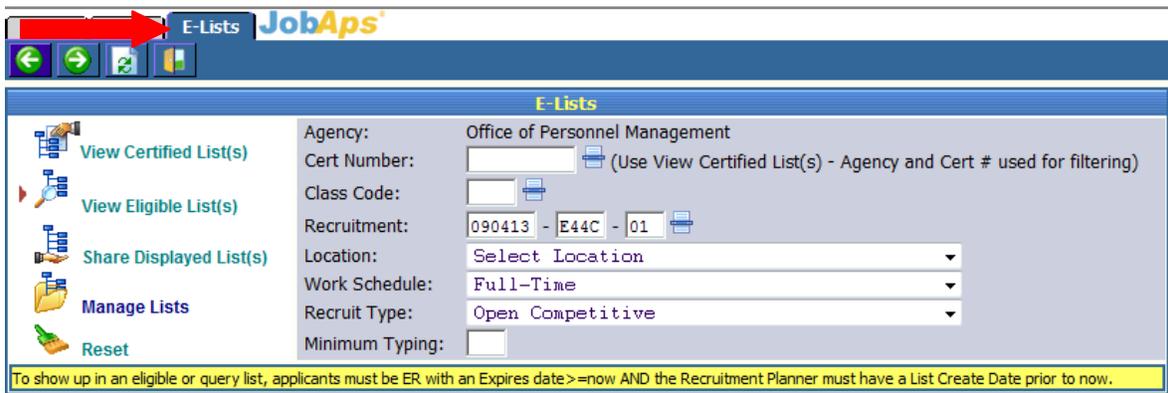
- iii. In the **Human Resources Use Only** box of the requisition, check the Decline box and type in the reason for denial. Then select the HR User who needs to make any additional changes to the requisition and route the requisition back to them by clicking  **Save & Route** .

OR

- iv. In the **Human Resources Use Only** box of the requisition, check the Approved box and select **Route to OPM** in the drop down box and then click  **Save & Route** .

II. Viewing an Eligible List / Requesting & Managing a Certified List

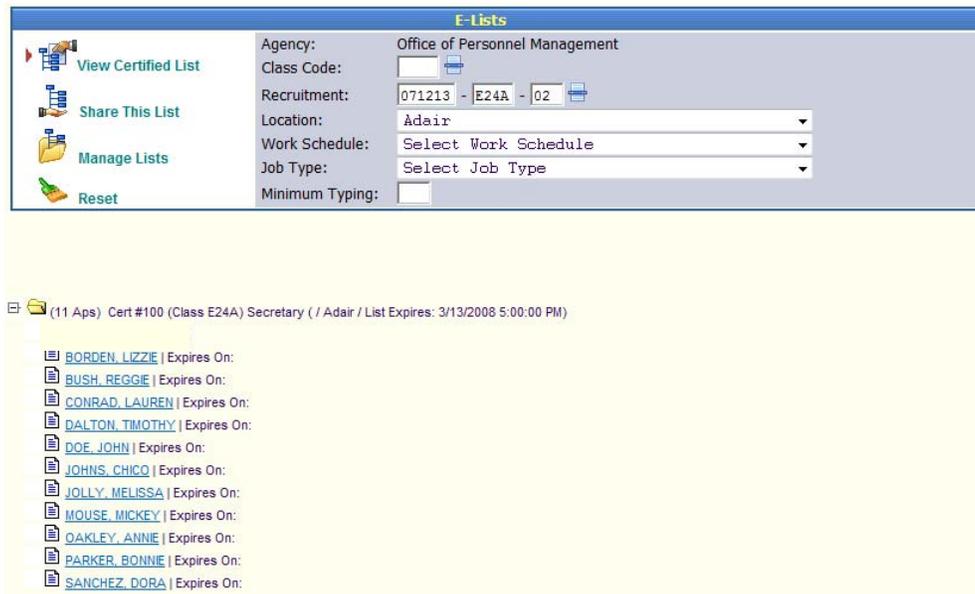
a. Viewing an Unclassified Eligible List



1. Under the **E-List Tab**, complete the following fields from your original requisition for the eligible list you want to view:
 - a. Recruitment Number
 -  From your **Status** board under the **Reqs Tab**, highlight the requisition and click on  **View Recruitment**. The **Recruitment Number** will appear next to the Job Title on the **Recruitment Summary Page**.
 - b. Work Schedule (This will always be “full time”.)
 - c. Recruitment Type (This will always be “unclassified.”)
 - b. Work Schedule (This will always be “full time”.)
 - c. Recruitment Type (This will always be “unclassified.”)
2. When these fields have been appropriately selected, click on the  **View Eligible List(s)** button.
3. A small folder will appear below the E-List search box. The display will show how many applications (eligibles) are within the folder, the recruitment number and the job family title.



4. To view the contents of the folder, click on the “+” to the left of the folder. This allows you to view the individual applications of all eligibles.



5. Click on the applicant's name to review their individual application and any attachments included with the application.

b. Requesting a Certified List

1. Email OPM's Applicant Services department at jobs@opm.ok.gov with the recruitment number of the position you are ready to review applications for.



From your **Status** board under the **Reqs Tab**, highlight the requisition and click on  **View Recruitment**. The **Recruitment Number** will appear next to the Job Title on the **Recruitment Summary Page**.



Secretary # 071213-E24A-02

Open Competitive Recruitment

Friday, December 14, 2007

c. Viewing a Certified List

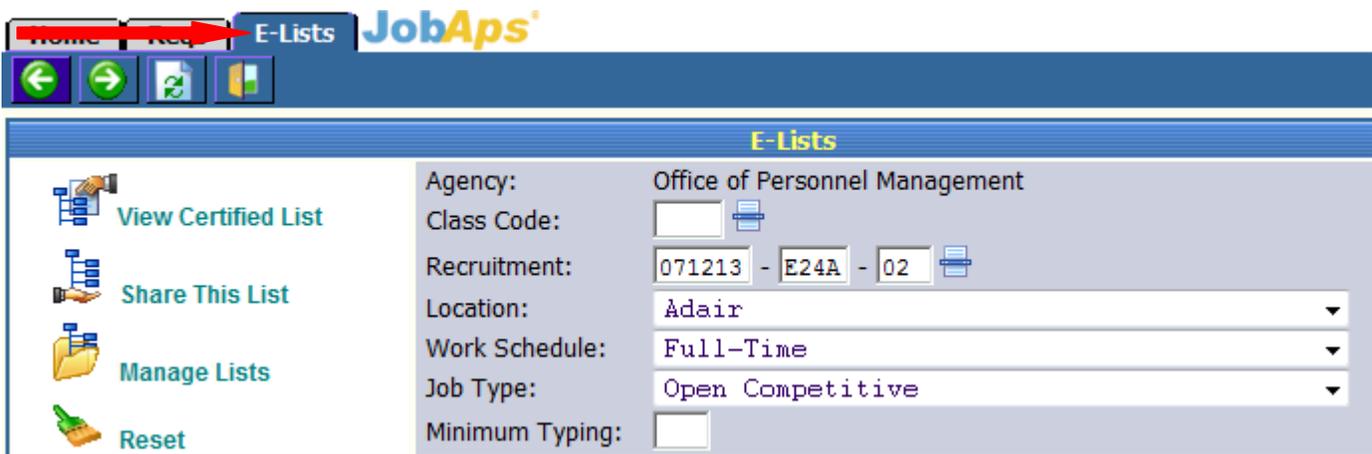
1. Once a certified list has been generated by OPM for your requisition, you will receive an email confirming your certificate has been created and ready for review.

*** JobAps AUTOMATED NOTICE ***
 A JobAps Referral Report has been sent to you and is now ready for your review. Created by... Crystal Burke <crystal.burke@opm.ok.gov>
 Job class.... Z21A Food Service Manager I
 Details..... <https://www.jobaps.com/OK/admin/>

Names on this list are from the following recruitments: 090313-Z21A-02
 Food Service Manager I

Press REPLY to this email to respond to the person who sent this Referral Report to you.

-JobAps Automated Referral Routing Tool



2. Under the **E-List Tab**, complete the **Recruitment:** field ONLY for the certificate you want to view/process.
3. When this field has been appropriately selected, click on the  **View Certified List** button.
4. A small folder will appear below the E-List search box. The folder will show how many applications are within the folder, the certificate number, the class number, the job family title, the job type, location, work schedule and the date & time the certified E-List expires.

5. To view the contents of the folder, click on the “+” to the left of the folder. This allows you to view the entire Referral Report as well as the individual applications of all eligibles.

6. To view the certificate, click on [View Referral Report](#). This will open a new window and show all of the details of the position including: the class title, class number (JFD), department, list type, certificate number, recruitment number, location, position type, etc.

 Review Requisition Route for review:  Return List to HR-by:

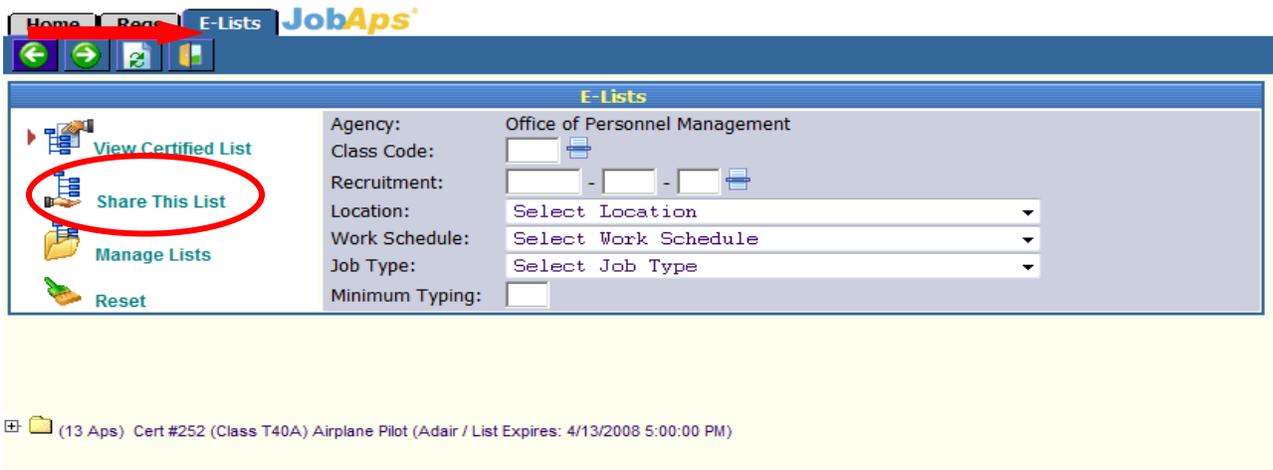
State of Oklahoma Certified List Expires on 3/13/2008 5:00:00 PM	
ID for Vacancy:	List Derived from Class:
Allocated Class Title: Secretary	Medical Group:
Allocated Class: E24A	Work Order Number: 165
Department: Office of Personnel Management (548000)	Language:
Division:	Typing: 0
Req. List Type:	Specialty:
Certified List Number: 100	Exam Clerk:
Recruitment Number: 071213-E24A-02	Date Certified List Created: 12/14/2007 2:26:39 PM
Location of Vacancy: Adair	Notes:
Position Type:	
Number of Vacancies: 1	



You have now requested and received a certificate!

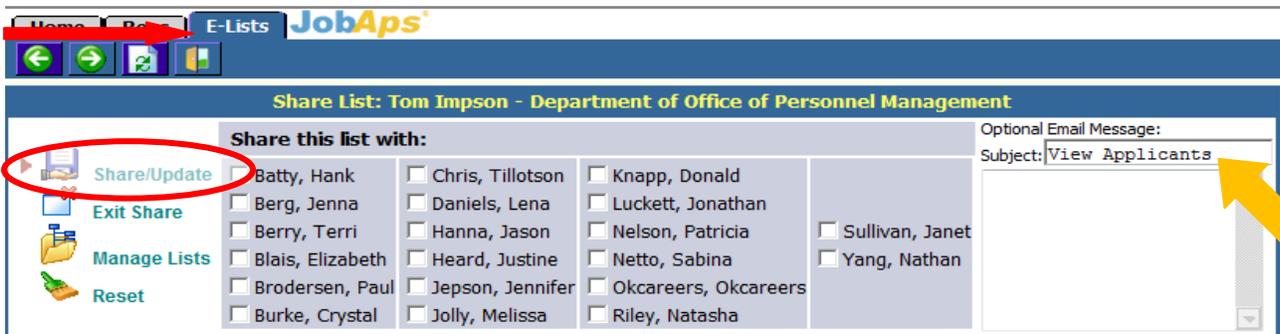
d. Sharing a Certified List

The “Share This List” function allows users to share one or more certified lists with other designated OKCAREERS users within their agency. This process will be used by Agency HR Users in order to share referral lists with hiring managers in their office or in field offices for their agency.



1. From the E-List Tab, use the search form to create a search result with the certified lists you would like to share and then click on the  [Share This List](#) link.

 Make sure that only the certified list(s) that you want to share with the selected users are listed below the search box. If additional referral lists are shown, you will need to narrow your search results further.

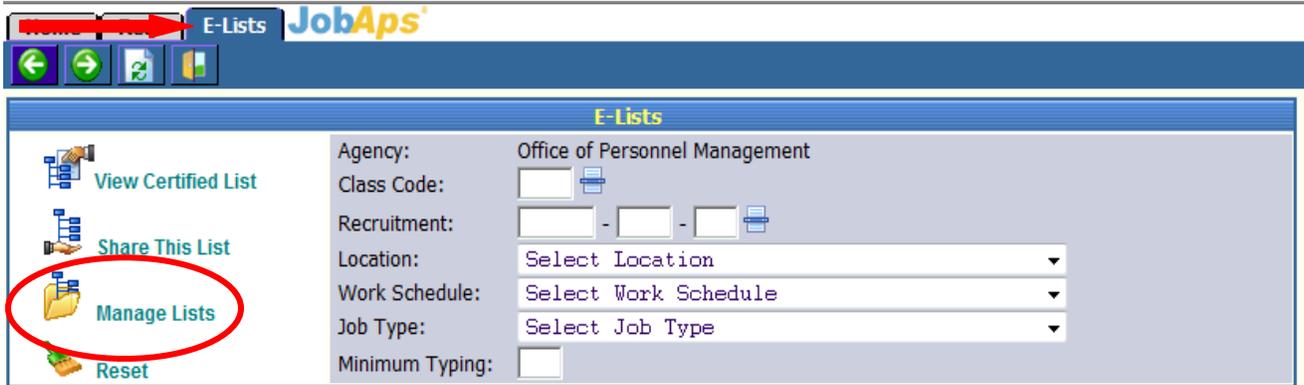


2. You will see a list of people in your agency you may share the list with. Check the box next to the individuals that will receive the list.
3. Add the text to be included in the email and add an email subject.
4. To complete the process, click on  [Share/Update](#) button.

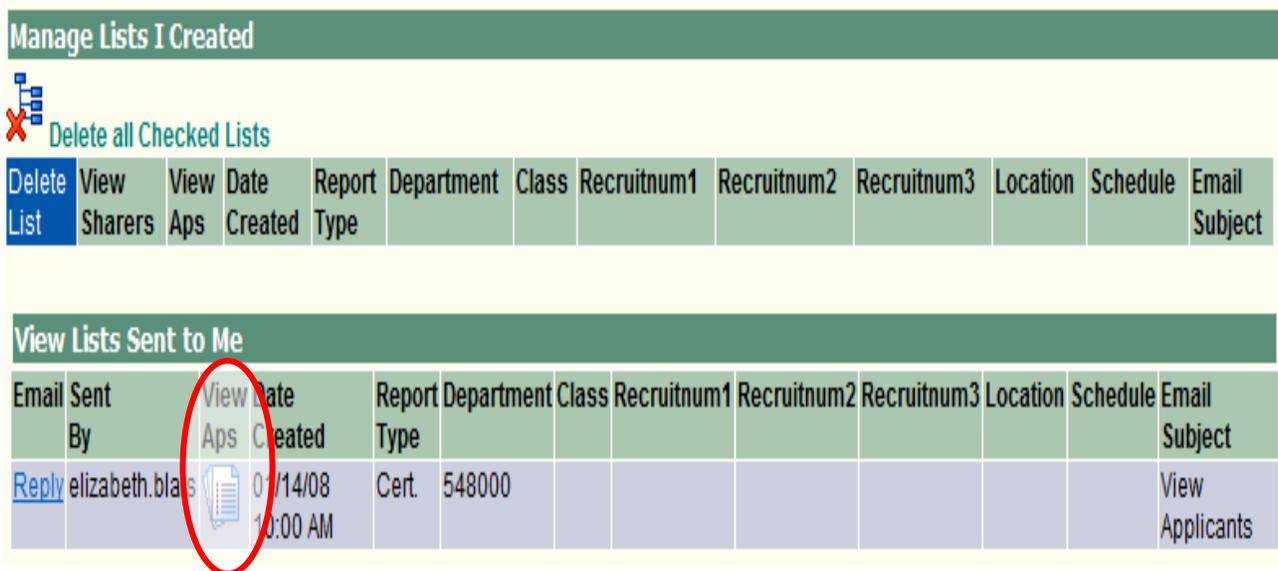
The individuals that were checked will each receive an email with your message. They can then access the referral list from the E-Lists Tab/Manage Lists link.

e. Managing a Certified List

1. When a hiring manager receives a shared referral lists email, they can access it by clicking on the  **Manage Lists** link from the E-List Tab.



2. In the figure below you can see the interface that hiring managers will see. They can open the referrals by clicking on the **View Aps**  icon for the certified list they would like to view.



Manage Lists I Created ←

Delete all Checked Lists

Delete List	View Sharers	View Aps	Date Created	Report Type	Department	Class	Recruitnum1	Recruitnum2	Recruitnum3	Location	Schedule	Email Subject
<input type="checkbox"/>			12/13/07 11:49 AM		588000							
<input type="checkbox"/>			12/12/07 2:48 PM	Cert.	548000							
<input type="checkbox"/>			12/12/07 2:40 PM		548000							View Applicants

View Lists Sent to Me

Email By	Sent By	View Aps	Date Created	Report Type	Department	Class	Recruitnum1	Recruitnum2	Recruitnum3	Location	Schedule	Email Subject
----------	---------	----------	--------------	-------------	------------	-------	-------------	-------------	-------------	----------	----------	---------------

3. The sender of a referral can also use the **Manage Lists** feature to delete the lists they have shared. To remove a shared list from the receiver's folder, go to the **Manage Lists I Created** table.

4. Click on the **"Delete List"** checkbox next to the lists you want to remove, then

click on **Delete all Checked Lists**.



This will NOT delete the actual referral or list, only the shared copy.

III. Notices

The OKCAREERS Notices Module allows you to correspond with applicants from a certified list using automated email and/or paper notices. Notices are created using simple templates and mail merge fields. OKCAREERS also tracks by recruitment and applicant information all notices sent.

You can create form letter templates using mail merge fields that can be saved for repeated use. The ability to create, send, and delete notice templates is dependent on appropriate security rights. To send a notice you can either create a new notice template or use an existing template.

Review Requisition Route for review: Select One Return List to HR-by: []

**State of Oklahoma
Certified List
Expires on 4/13/2008 5:00:00 PM**

ID for Vacancy: [] List Derived from Class: []
 Allocated Class Title: Airplane Pilot Medical Group: []
 Allocated Class: T40A Work Order Number: 176
 Department: Office of Personnel Management (548000) Language: []
 Division: [] Typing: 0
 Req. List Type: [] Specialty: []
 Certified List Number: 252 Exam Clerk: Natasha Riley
 Recruitment Number: 080108-T40A-01 Date Certified List Created: 1/14/2008 8:53:04 AM
 Location of Vacancy: Adair
 Position Type: []
 Number of Vacancies: 1 Notes: []

Update Certified List Report **Send Notices for (080108-T40A-01)**

Certified List Note: []

a. Using An Existing Template

1. From the certified list, click on the Send Notices link for the Notice page to appear.

Message: char count: (8000 character limit)

Click to add: []

- Common >
- Profile >
- Application >
- Job >
- Review >

Choose Notice Clear Save As New Preview Ready to Send Notices Print Notices

Send-To List				Exclude List			
Last Name	First Name	Disp	Date Appl	Last Name	First Name	Disp	Date Appl
BLAIS	ELIZABETH	SUB	01/09/08				
BRODERSEN	PAUL	SUB	01/08/08				
BURKE	CRYSTAL	SUB	01/09/08				
CAMARGO	MELISSA	SUB	01/09/08				
DANIELS	LENA	SUB	01/08/08				
DOE	JOHN	SUB	01/08/08				
EDWARDS	DENAE	SUB	01/09/08				
FOWLER	MATTHEW	SW	01/08/08				
FRYAR	JOYCE	SUB	01/08/08				
GRAHAM	LAUREN	SUB	01/08/08				
HEARD	JUSTINE	SUB	01/08/08				
RILEY	NATASHA	SUB	01/08/08				

2. Click on the Choose Notice link from the Notices Page.

State of Oklahoma Office of Personnel Management

- A dialog box will appear. There are two different tables on this page. On the left are all the notice templates and on the right are templates that have been sent for the particular recruitment. Depending on your security rights you may only be able to view selected templates.

Recruitment Number: 080108-T40A-01
Job Title: Airplane Pilot

Show Notice Templates:

- elizabeth.blais Templates
- Office Of Personnel Management Templates
- Agency-wide template
- Recruitment templates

Template Name	Availability
App Confirmation - NQ	Agency-wide
Sample Notice	Office of Personne
STE	Office of Personne
test	Office of Personne

Show Sent messages

by elizabeth.blais
 by Office Of Personnel Management

Type	Notice Name	Date Sent	Sender/Saver
ONT	App Confirmati	1/9/2008	jobapss
ONT	App Confirmati	1/9/2008	jobapss
ONT	App Confirmati	1/9/2008	jobapss
ONT	App Confirmati	1/9/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss
ONT	App Confirmati	1/8/2008	jobapss

Choose Template To Send (circled in red)

Choose Notice To Send

- To send a template letter, highlight the template you wish to use and click on the **Choose Template To Send** link to be taken back to the **Notices Page** to view your notice. You can edit the template and save the changes or save it as a new template and then preview /send the notice as described below.

Message: char count: 361 (8000 character limit)

```

|#Logo Graphic#|
|#CurrentDate#|

|#EasyID (926)#|
|#FrstName (862)#| |#LastName (861)#|
|#App Address (925)#|

Dear |#FrstName (862)#| |#LastName (861)#|,

Thank you for your application for |#Job Title (937)#| |#Job
Num (929)#|. Your application is being scored and you will be
notified of the results shortly.

Sincerely,
OPM
State of Oklahoma
    
```

Click to add:

- Common >
- Profile >
- Application >
- Job >
- Review >

Choose Notice **Clear** **Update** **Save As New** **Preview** **Ready to Send Notices** **Print Notice**

Send-To List			
Last Name	First Name	Disp	Date Appl
BLAIS	ELIZABETH	SUB	01/09/08
BRODERSEN	PAUL	SUB	01/08/08
BURKE	CRYSTAL	SUB	01/09/08
CAMARGO	MELISSA	SUB	01/09/08
DANIELS	LENA	SUB	01/08/08
DOE	JOHN	SUB	01/08/08

Exclude List			
Last Name	First Name	Disp	Date Ap

b. Creating/Saving A Template

1. To create a template you can either follow the instructions above to choose an existing template to revise or you can create a new template by typing text and inserting the appropriate mail merge fields.

The screenshot shows an email editor window titled "Message: char count: 263 (8000 character limit)". The message body contains the following text:

```
|#Logo Graphic#|  
|#CurrentDate#|  
Dear |#FrstName (862)#||#LastName (861)#|,  
The Office of Personnel Management would like to set up an  
interview for the |#Job Title (937)#||#Job Num (929)#| position  
that we currently have vacant.....
```

On the right side, there is a "Click to add:" dropdown menu with the following options:

- Common >
- Profile >
- Application >
- Job >
- Review >

The "Job >" option is expanded, showing a list of fields: LastName, FirstName, StreetNo, StreetNm, City, State, Zip1, Zip2, and Country. A red box highlights this list, and a red arrow points from the "LastName" field to the corresponding field in the message body. A red circle highlights the "Preview" button in the bottom toolbar.

At the bottom of the editor, there is a toolbar with the following buttons: "Choose Notice", "Clear", "Preview", "Ready to Send Notices", and "Print Notices".

2. When you are finished editing an existing template or creating a new template,

click on the  **Save As New** link to bring up the **Template Saving Box**.

The "Template Saving Box" dialog is shown with the following fields:

- Template Name:
- Personal Status Board Description:
- Notice Type:

Below these fields, there are two sections:

- Save as Template.
- Choose one of the following template types:
 - Recruitment Template (080108 - T40A - 01)
 - Elizabeth.blais Template
 - Office Of Personnel Management Template
 - Agency-Wide Template

On the right side of the dialog, there is a text box that says: "Save the message so you can use this as a template to create and send messages over and over."

At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

State of Oklahoma Office of Personnel Management

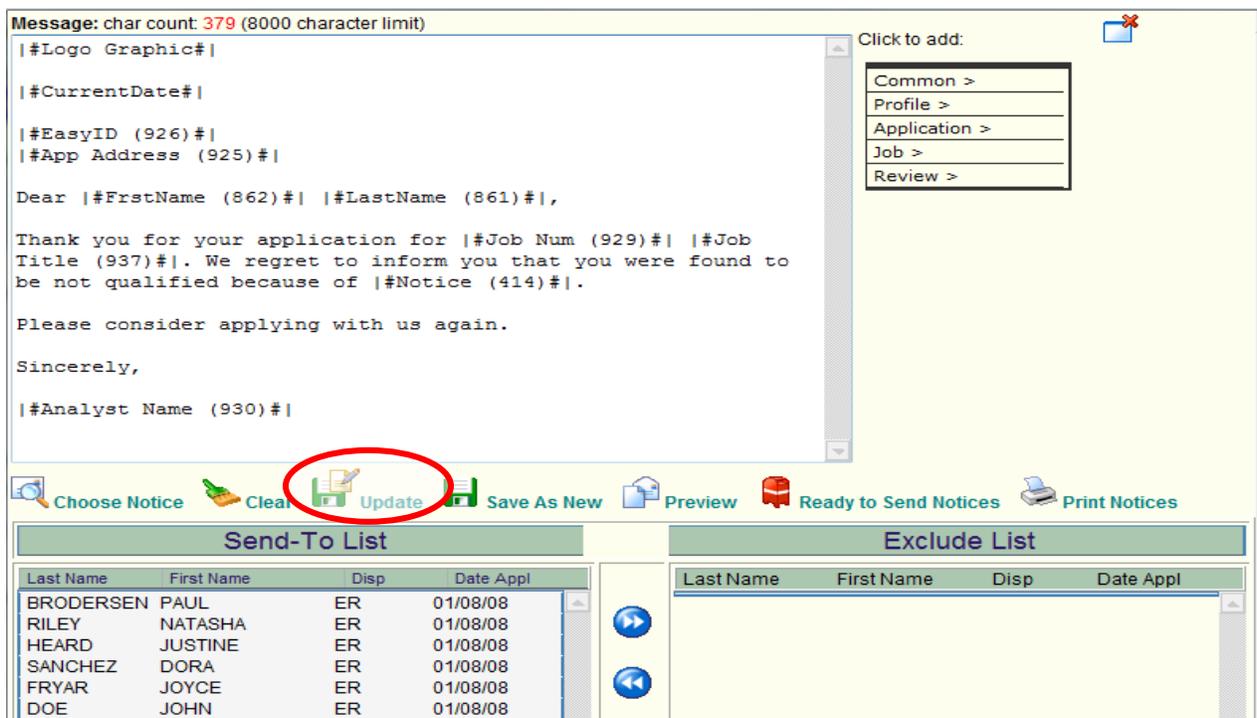
3. Enter a **Template Name**, which is the how the template will display in the list of notice templates.
4. Enter the **Personal Status Board Description** for how the notice will be displayed on the applicant's Personal Status Board.
5. Enter a **Notice type** for template recognition (i.e. DT for a drug test notice or RL for a request for license copy notice).
6. Choose the type of template you have created.

- **Recruitment Templates** – template is ONLY available for a particular recruitment
- **Personal Template** – template is only available to a particular OKCAREERS user
- **Agency Template** – template is only available to users within your agency
- **Agency-Wide Template** – template is available to ALL OKCAREERS users

c. Updating Templates

If you need to update an existing template (different from creating a new template from an existing template), select the template per the instructions above and

when you have completed your edits, simply click on the  **Update** icon.



The screenshot displays the OKCAREERS system interface. At the top, a message editor window is open, showing a template with various fields marked with codes like |#Logo Graphic#|, |#CurrentDate#|, |#EasyID (926)#|, |#App Address (925)#|, |#FrstName (862)#|, |#LastName (861)#|, |#Job Num (929)#|, |#Job Title (937)#|, |#Notice (414)#|, and |#Analyst Name (930)#|. The message text reads: "Dear [Name], Thank you for your application for [Job Num] [Job Title]. We regret to inform you that you were found to be not qualified because of [Notice]. Please consider applying with us again. Sincerely, [Analyst Name]".

Below the message editor is a toolbar with several icons. The **Update** icon, which shows a document with a pencil, is circled in red. Other icons include Choose Notice, Clear, Save As New, Preview, Ready to Send Notices, and Print Notices.

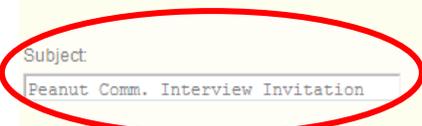
At the bottom of the interface, there are two tables: **Send-To List** and **Exclude List**. The **Send-To List** table contains the following data:

Last Name	First Name	Disp	Date Appl
BRODERSEN	PAUL	ER	01/08/08
RILEY	NATASHA	ER	01/08/08
HEARD	JUSTINE	ER	01/08/08
SANCHEZ	DORA	ER	01/08/08
FRYAR	JOYCE	ER	01/08/08
DOE	JOHN	ER	01/08/08

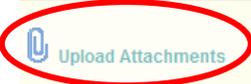
The **Exclude List** table is currently empty.

d. Sending Notices

1. Choose a template ( **Choose Notice**) or create and save a new template as noted above. *** See page 21-24 of this guide***
2. Click the  **Preview** button to verify that the notice is correct.
3. Click the  **Ready to Send Notices** button for the following page will open.

a.  Subject
Peanut Comm. Interview Invitation

c.  **Send Email** 

b.  **Upload Attachments**

Intended recipients excluded because no Email account.

Last Name	First Name	EEmail
EDWARDS	DENAE	Denae.Edwards@opm.ok.gov
CAMARGO	MELISSA	Melissa.Jolly@opm.ok.gov
BLAIS	ELIZABETH	elizabeth.blais@opm.ok.gov
BURKE	CRYSTAL	crystal.burke@opm.ok.gov
GRAHAM	LAUREN	lauren.graham@opm.ok.gov
DANIELS	LENA	lena.daniels@opm.ok.gov
FOWLER	MATTHEW	matthew.fowler@opm.ok.gov
DOE	JOHN	patricia.nelson@opm.ok.gov
FRYAR	JOYCE	joyce.fryar@opm.ok.gov
SANCHEZ	DORA	michelle.gresham@opm.ok.gov
HEARD	JUSTINE	justine.heard@opm.ok.gov
RILEY	NATASHA	natasha.riley@opm.ok.gov
BRODERSEN	PAUL	paul.brodersen@opm.ok.gov

(paper notices will be generated for these applicants without email addresses)

4. Enter a **Subject** for your email. This will be how your notice will appear in the applicant's email inbox. **(a.)**
5. Upload attachments, such as an additional questionnaire or map to your facility by clicking on the  **Upload Attachments** icon. **(b.)**



Applicants who did not provide an email address will appear in the lower table on this page. A Microsoft Word document with the form letter will automatically open once the **Send Email** link is selected. This notice should be printed and mailed to the address the applicant has listed.

6. To send the notice, click on the  **Send Email** icon. **(c.)**
7. A report will be generated indicating the applicants who were sent email and paper notices.

