

**System Emails**

In OPDRS, as actions are being transitioned from one user group, or “owner”, to another, emails are automatically generated and sent as a notification of the action. These notifications are sent to the new owner(s) who have access to the department in which the action is being taken.

Please use the chart below to identify which email notifications are sent to which user types.

Action Event	Who receives the email?
Action Transition for position actions and postings	The new workflow owner
Recruitment approved for posting	Hiring Manager, Personnel Admin, Appointing Authority, HRS, HR Regional (If Applicable)
Interview Request	HRS
Interview Request Approval	Hiring Manager
Candidate moved to the status of: Recommend for Hire	HRS, HR Regional (If Applicable)
Hiring Proposal Transitions	The new workflow owner

**For example:**

A Hiring Manager begins an action to modify a position description, and moves the action to the Appointing Authority.

- In this example, the Appointing Authority is the new workflow owner and would receive an email indicating a position action is waiting for their review.
- In this same example, should the action be approved by Human Resources, an email would only be generated for Human Resources because the action is owned by the Human Resources user type.