



# EasyCruit | Manual E-mail variables (merge fields)

# E-mail variables (merge fields)

## Introduction

This article will give you an overview regarding which merge fields that can be used in the different standard response e-mails that each client have access to in Visma EasyCruit.

### Please note:

It is important that the variables are used in the exact way as described in the column "variable". If the variables are renamed or missing for example "{" Visma EasyCruit will not know what to do with the variable.

Variable	Description	Used in e-mail
{address}	Location of interview	Invitation to Initial, 1st, 2nd and 3rd Meeting
{advertisement-active-from-date}	Start date for advertisement	E-mail Channel Posting
{advertisement-active-to-date}	Posting end date for advertisement	E-mail Channel Posting Application Saved
{advertisement-body}	Advertisement Text	E-mail Channel Posting
{advertisement-heading}	Advertisement Header	E-mail Channel Posting
{advertisement-title}	Advertisement Title	E-mail Channel Posting
{advertisement-work-place}	Advertisement job location	E-mail Channel Posting
{appetizer-text}	Advertisement Teaser Text	E-mail Channel Posting
{applicant-department}	Department applicant is associated with	Pending Further Action Report
{applicant-id}	Applicant ID Number	Pending Further Action Report
{applicant-name}	Applicant Name	Pending Further Action Report
{approval-link}	Inserts the approval link	Request for vacancy approval
{assessment-test-name-link-group}	cut-e Test Name + URL	cut-e Assessment invite
{ballot-link}	Link for associates to rank candidates	Associate Candidate Ranking
{candidate-family-name}	Surname	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting

# E-mail variables (merge fields)

		<p>Confirmation of Username          Details Transferred to CV Database          Invite to Send/Update CV Employee          Forward Application          Invitation to MINT          Matrigma and Service-F tests          cut-e Report          New User Email          Job Agent alert          Employment Contract          Portable CV          Letter of application received/rejected          SHL and cut-e Assessment invite          Custom Email</p>
{candidate-given-name}	First Name	<p>Application Received          Registration Received          Copy of Application          Rejection Following Application Review          Automatic Rejection          Invitation to Initial 1st 2nd and 3rd Meeting          Rejection after Initial 1st 2nd and 3rd Meeting          Confirmation of Username          Details Transferred to CV Database          Invite to Send/Update CV Employee          Forward Application          Invitation to MINT          Matrigma and Service-F tests          cut-e Report          Job Agent alert          New User Email          Employment Contract          Portable CV          Letter of application received/rejected          SHL and cut-e Assessment</p>

# E-mail variables (merge fields)

		invite Custom Email
{candidate-middle-name}	Middle Name	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert Employment Contract Portable CV Letter of application received/rejected SHL and cut-e Assessment invite Custom Email
{candidate-password}	Candidate's Password	Application Received Registration Received Copy of Application Automatic Rejection Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report
{candidate-salutation}	Candidate Salutation	Application Received Copy of Application

# E-mail variables (merge fields)

		<p>Registration Received  Rejection Following Application Review  Invitation to Initial 1st 2nd and 3rd Meeting  Rejection after Initial 1st 2nd and 3rd Meeting  Confirmation of Username  Automatic Rejection  Invite to Send/Update CV Employee  Forward Application  Invitation to MINT Matrigma and Service-F tests  cut-e Report  Job Agent alert  Employment Contract  Portable CV  Letter of application received/rejected  SHL Assessment invite  Custom Email</p>
{candidate-username}	Candidate's Username	<p>Application Received  Registration Received  Copy of Application  Automatic Rejection  Confirmation of Username  Details Transferred to CV Database  Invite to Send/Update CV Employee  Forward Application  Invitation to MINT Matrigma and Service-F tests  cut-e Report  New User Email</p>
{client}	Client (For Recruitment Agency only)	<p>Application Received  Registration Received  Copy of Application  Rejection Following Application Review  Automatic Rejection  Invitation to Initial 1st 2nd and 3rd Meeting</p>

# E-mail variables (merge fields)

		Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert Request for vacancy approval New User Email Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures
{client-name}	Client Name (For Recruitment Agency only)	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert

# E-mail variables (merge fields)

		Request for vacancy approval New User Email Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures
{collaborative-link-url}	URL from which the reviewers undertake their review	Review of candidate
{company}	Company Name	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert Request for vacancy approval New User Email Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite

# E-mail variables (merge fields)

		Custom Email Email Signatures Application Saved
{company-name}	Company Name	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert New User Email Request for vacancy approval User password request Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures
{confirmlink}	Link to confirm the date	Invitation to Initial, 1st, 2nd and 3rd Meeting
{contact-name}	Contact Name	Application Received Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st



# E-mail variables (merge fields)

		2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application New User Email Invitation to MINT Matrigma and Service-F tests Employment Contract Letter of application received/rejected Portable CV SHL and cut-e Assessment invite Custom Email
{contact-person}	Contact person (for this project)	Application Received Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests New User Email Job Agent alert Employment Contract Letter of application received/rejected SHL and cut-e Assessment invite Custom Email
{contact-person-cellular-telephone}	Contact's Mobile Phone Number	E-mail Channel Posting
{contact-person-email}	Contact's Email Address	E-mail Channel Posting

# E-mail variables (merge fields)

{contact-person-name}	Contact Name	Application Received Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application New User Email Invitation to MINT Matrigma and Service-F tests Employment Contract Letter of application received/rejected Portable CV SHL and cut-e Assessment invite Custom Email
{contact-person-office-telephone}	Contact's Mobile Office Number	E-mail Channel Posting
{contact-persons}	Contact Person(s)	E-mail Channel Posting
{customer-name}	Customer Name	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database New User Email Invite to Send/Update CV Employee Forward Application Invitation to MINT

# E-mail variables (merge fields)

		Matrigma and Service-F tests cut-e Report Job Agent alert Request for vacancy approval Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures
{cv}	Attaches CV	Associate Candidate Ranking Copy of Application
{date}	Date when vacancy will expire	Vacancy Expiry Warning
{days}	Number of days in advance you want to be notified	Vacancy Expiry Warning
{department-disclaimer}	Department disclaimer text	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Request for vacancy approval New User Email Employment Contract Send to a Friend Vacancy Portable CV Custom Email

# E-mail variables (merge fields)

		Email Signatures Application Saved
{department}	Department Name	Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert Request for vacancy approval New User Email Employment Contract Send to a Friend Vacancy Portable CV Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures Application Saved
{department-address}	Department Address	E-mail Channel Posting
{department-name}	Department Name	Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database

# E-mail variables (merge fields)

		Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report New User Email Request for vacancy approval Employment Contract Send to a Friend Vacancy Portable CV Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures
{departments}	Department(s)	E-mail Channel Posting
{duration}	Duration of interview	Invitation to Initial, 1st, 2nd and 3rd Meeting
{email}	Enters the users email address in the email	New User Email
{employer-about}	About the employer	Email Channel Posting
{employer-name}	Employer Name	Email Channel Posting
{family-name}	Surname	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert New User Email Employment Contract

# E-mail variables (merge fields)

		Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email
{family-name}	Candidate surname provided for the saved application	Application Saved
{first-name}	First Name	Application Received Copy of Application Registration Received Rejection Following Application Review Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Automatic Rejection Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report New User Email Job Agent alert Employment Contract Portable CV Review of candidate Letter of application received/rejected SHL Assessment invite Custom Email
{first-name}	Candidate first name provided for the saved application	Application Saved
{gender-specific male="Mr" female="Miss / Mrs" unknown=""}	Salutation	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Timed Rejection

# E-mail variables (merge fields)

		<p>Invitation to Initial 1st 2nd and 3rd Meeting          Rejection after Initial 1st 2nd and 3rd Meeting          Confirmation of Username          Forward Application          Email Signatures          Invitation to MINT          Matrigma and Service-F tests          cut-e Report          Job Agent alert          Employment Contract          Portable CV          SHL Assessment invite          Custom Email</p>
{gender-specific male="Mr" female="Miss / Mrs" unknown=""}	Salutation for the saved application	Application Saved
{given-name}	First Name	<p>Application Received          Registration Received          Copy of Application          Rejection Following Application Review          Automatic Rejection          Invitation to Initial 1st 2nd and 3rd Meeting          Rejection after Initial 1st 2nd and 3rd Meeting          Confirmation of Username          Details Transferred to CV Database          Invite to Send/Update CV Employee          Forward Application          Invitation to MINT          Matrigma and Service-F tests          cut-e Report          Job Agent alert          New User Email          Employment Contract          Portable CV          Review of candidate          Letter of application received/rejected</p>

# E-mail variables (merge fields)

		SHL and cut-e Assessment invite Custom Email
{interviewdate}	Date of interview	Invitation to Initial, 1st, 2nd and 3rd Meeting
{interviewer} {interviewers}	Interviewers who will be present	Invitation to Initial, 1st, 2nd and 3rd Meeting
{interviewtime}	Time of interview	Invitation to Initial, 1st, 2nd and 3rd Meeting
{job}	Job	Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected Vacancy Expiry Warning SHL and cut-e Assessment invite Custom Email
{job-position}	Job Position	Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Forward Application Invitation to MINT



# E-mail variables (merge fields)

		<p>Matrigma and Service-F tests  cut-e Report  Employment Contract  Send to a Friend Vacancy  Portable CV  Review of candidate  Letter of application received/rejected  SHL and cut-e Assessment invite  Vacancy Expiry Warning  Custom Email</p>
{last-name}	Surname	<p>Application Received  Copy of Application  Registration Received  Rejection Following Application Review  Invitation to Initial 1st 2nd and 3rd Meeting  Rejection after Initial 1st 2nd and 3rd Meeting  Confirmation of Username  Automatic Rejection  Details Transferred to CV Database  Invite to Send/Update CV Employee  Forward Application  Invitation to MINT  Matrigma and Service-F tests  cut-e Report  New User Email  Job Agent alert  Employment Contract  Portable CV  Review of candidate  Letter of application received/rejected  SHL Assessment invite  Custom Email</p>
{link}	Link to recover password	<p>Confirmation of Username  Details Transferred to CV Database  Invite to Send/Update CV</p>

# E-mail variables (merge fields)

		Employee Application Saved
{matches}	Inserts all matching jobs that the candidate may be interested in	Job Agent
{middle-name}	Middle Name	Application Received Copy of Application Registration Received Rejection Following Application Review Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Automatic Rejection Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Job Agent alert Employment Contract Portable CV Letter of application received/rejected SHL Assessment invite Custom Email
{middle-name}	Candidate middle name provided for the saved application	Application Saved
{name}	Candidate First Name	Application Received Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database

# E-mail variables (merge fields)

		Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report New User Email Employment Contract Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Email Signatures Application Saved
{new-applicants}	Tag used to start report on new applicants, Tag used to end report on new applicants	Pending Further Action Report
{number-of-applicants}	Number of applicants submitted to the reviewer for review	Review of candidate
{password}	Candidate Password	Application Received Registration Received Copy of Application Automatic Rejection Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report User password request Login
{position}	Title of position applied for	Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting

# E-mail variables (merge fields)

		Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Forward Application Invitation to MINT Matrigma and Service-F tests Job Agent alert cut-e Report Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected Vacancy Expiry Warning SHL and cut-e Assessment invite Custom Email Application Saved
{prefix}	Prefix (Mr, Mrs, Ms, and so on)	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Employment Contract Letter of application received/rejected Custom Email
{processed-applicants}	Tag used to start report on processed applicants, Tag used to end report on processed applicants	Pending Further Action Report

# E-mail variables (merge fields)

{project}	Project	Request for vacancy approval Review of candidate Vacancy Expiry Warning
{project-period-end}	Date when project ended	Pending Further Action Report
{project-period-start}	Date when project started	Pending Further Action Report
{project-title}	Project Title	Request for vacancy approval Vacancy Expiry Warning
{publication-channel}	Publication Channel	Review of candidate
{recruiter-name}	Recruiter Name	Pending Further Action Report Sends e-mail back to recruiter of confirmation of review
{reference-number}	Reference Number	Pending Further Action Report
{route}	Directions	Invitation to Initial, 1st, 2nd and 3rd Meeting
{sender-name}	Applicant's Name	Application Received Registration Received Copy of Application Send to a Friend Vacancy
{site}	Name of channel where the job is posted	Vacancy Expiry Warning
{surname}	Surname	Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application cut-e Report New User Email Job Agent alert Review of candidate SHL and cut-e Assessment invite Custom Email

# E-mail variables (merge fields)

{test-code}	Reference code for test	Invitation to MINT, Matrigma and Service-F tests
{test-link}	Link to the online test	Invitation to MINT, Matrigma and Service-F tests
{test-password}	Password to access 16PF test	16PF Emails
{test-username}	Username to access 16PF test	16PF Emails
{title}	Job Title	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Invite to Send/Update CV Employee Forward Application
{title-grade}	Grade of Job Title	Application Received Registration Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Employment Contract Portable CV Letter of application received/rejected SHL and cut-e Assessment invite
{unsubscribe-click-here}	Provides the Unsubscribe Here text	Job Agent alert

# E-mail variables (merge fields)

{unsubscribe-link}	Provides the link for the Unsubscribe Here text	Job Agent alert
{url}	URL for recovering password	Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee
{user-cellular-telephone}	User's Mobile Phone Number	Email Channel Posting
{user-family-name}	User's Surname	Email Channel Posting
{user-given-name}	User's First Name	Email Channel Posting
{username}	Candidate User Name	Application Received Registration Received Copy of Application Automatic Rejection Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report New User Email Login Application Saved
{user-office-telephone}	User's Office Phone Number	Email Channel Posting
{vacancy}		Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Forward Application Invitation to MINT Matrigma and Service-F tests cut-e Report Employment Contract Send to a Friend Vacancy

# E-mail variables (merge fields)

		Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email Vacancy Expiry Warning
{vacancy-link}	Link to vacancy	Not used (does not exist in source code)
{vacancy-ref-number}	Reference number of the vacancy	Rejection Following Application Review Invitation to Initial 1st 2nd and 3rd Meeting Rejection after Initial 1st 2nd and 3rd Meeting Confirmation of Username Details Transferred to CV Database Invite to Send/Update CV Employee Forward Application Invitation to MINT Matrigma and Service-F tests Request for vacancy approval Employment Contract Portable CV Review of candidate Letter of application received/rejected SHL and cut-e Assessment invite Custom Email
{vacancy-title}	Vacancy Title	Application Received Copy of Application Rejection Following Application Review Automatic Rejection Invitation to Initial, 1st, 2nd and 3rd Meeting Rejection after Initial, 1st, 2nd and 3rd Meeting Confirmation of Username Forward Application



# E-mail variables (merge fields)

		Invitation to MINT, Matrigma and Service-F tests cut-e Report Employment Contract Send to a Friend Vacancy Portable CV Review of candidate Letter of application received/rejected Vacancy Expiry Warning SHL and cut-e Assessment invite Custom Email
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