Article Number: 640	Rating: Unrated	Last Updated: Jan 7, 2019 at 1:32 PM			

Email Title:	Job Description Due To Employer	**Email ID:**	142	
Module:	OCR Visit	**Email Recipient(s):**	Employers NOTE: This email is also coded to CC the Job Board From email address when the agent runs.	
Email Trigger:	Job Description Due date on the Visit triggers the email at three different offset days defined by the program settings			

The GradLeaders Standard Email template is Populated The email is sent by an agent CSO Admins may edit the email on the Job Program

The following is a list of defined replaceable parameters that may be used in the Job Description Due To Employer template: ContactName - {contactname} ContactFirstName - {contactfirstname} ContactLastName - {contactlastname} Organization - {orgname} JobTitle - {jobtitle} EventDate - {eventdate} Event Time Only - {eventtimeonly} Point Person Name - {pointpersonname} Job Description Due Date - {jobdescriptiondue}

This email is controlled by the following program settings (if applicable): Program Settings> OCR Settings> Agent> Send Job Description Due 1st Reminder Email to Employers Program Settings> OCR Settings> Agent> Send Job Description Due 2nd Reminder Email to Employers Program Settings> OCR Settings> Agent> Send Job Description Due

Note: If you do not have access to the configuration, please use the â€œContactâ€• link above for assistance with modifying your email templates or contact a GradLeadersÂ Representative

An example email: