



BUREAU OF HUMAN RESOURCES  
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**MEMORANDUM**

**Date:** November 1, 2018  
**TO:** Cook County Board of Commissioners  
**FROM:** Velisha L. Haddox  
Bureau Chief of Human Resources  
**RE:** Response to Commissioners' Question Regarding Communication from the Bureau of Human Resources to County Job Applicants

This memo is in response to the Commissioners' question regarding communication with applicants once they have submitted their application on the Taleo system. Applicants receive correspondence from the Recruitment and Selections Analyst or an auto-generated response from the system at designated points in the process as detailed below.

When an applicant submits their application on the Taleo System, s/he receives the following system response:

Dear APPLICANT NAME:

Thank you for your interest in the POSITION TITLE – POSITION NUMBER position with Cook County Government.

Please note: This message is not verification of a complete application. For your application to be considered complete you must click the "Submit" button on the Summary page. Incomplete submissions will not be considered.

If you would like to review your candidate file to ensure your application is complete, please click here to Login. Go to your Job Submission tab to review your draft and/or complete your submission. You will not be able to make changes to your application once the posting has closed.

Once your application is complete and the posting has closed, your submission will be reviewed.

Once the job posting has closed and after the Recruitment and Selections Analyst randomizes the applicants, validates the applications to ensure the applicant meets the minimum qualifications, and finalizes the interview list, applicants who are NOT selected for an interview receive the following via email:

Dear Candidate:

The Bureau of Human Resources is in receipt of your application for POSITION TITLE – POSITION NUMBER. We normally consider a large number of applicants throughout the hiring process. The position is currently in the process of being filled. Although you have not been selected for an interview at this time, please be advised that a vacancy may occur in the future and your application may be reviewed again for further consideration.

Thank you for considering employment opportunities with Cook County, and participating in the application process.

Sincerely,

Cook County Bureau of Human Resources

When an applicant is interviewed, but not selected for the position, s/he will receive a manual response from the recruiter that states:

Dear Candidate:

We have completed the interviews for the position of POSITION TITLE – POSITION NUMBER. The Department has decided to select a different candidate. \*Please be advised that should a vacancy arise within a year's time period for this specific title, you may be contacted and offered a position.

The selection committee appreciates the time that you have invested in your application and interview, and wishes you every personal and professional success with your job search.

Sincerely,

Cook County Bureau of Human Resources

In total, an applicant receives at the least two formal communications from our Recruitment and Selections Division during the hiring process. If you have any further questions regarding the Taleo process, please do not hesitate to contact me.