

Assessment Updates Oasys Information

Updates to Email Templates

What is it?

Following on from previous comms, we are now ready to make the first changes to email templates on Oasys.

The new email templates will be:

- be shorter and simpler to allow candidates to easily view and read the emails across devices
- be more generic to ease administration and allow it to be applied to any assessment.
- include deadline date information

What will the change involve?

This update will happen in two stages. The first part of the upgrade will concern the following project level templates:

- Assessee/Rater Invitations
- Assessee/Rater Reminders
- Report Generation
- Score Extraction

At the time of the upgrade, we will remove the existing project level templates on the Oasys platform.

We will then add the new generic project level templates. The content of the new generic templates will be able to be viewed at the platform level for now, however further work is planned shortly which will mean they can only be viewed and tailored as part of the project creation process.

Emails within existing projects will remain unchanged. However, we recommend you update the emails in your existing projects to the new versions via the 'Edit Project Emails' screen.

Saville Assessment

WillisTowersWatson 

The new '**Assessee Invitation**' email is more concise and generic so that it can be applied to any assessment. Please note that at present the deadline date is for information only and will not at this stage stop someone from completing an assessment after the date given.

Subject: \$\$\$CompanyName\$\$\$ Oasys - Invitation

You have been invited to complete one or more tasks on the Oasys platform.

Please select the link below to log in and access your task(s).

\$\$\$URL\$\$\$

Deadline for completion of your task(s): \$\$\$ProjectDeadline\$\$\$

Where applicable, preparation materials are available on your task dashboard.

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

Examples of additional new templates:

New - Assessee/Rater Reminder Template

Subject: \$\$\$CompanyName\$\$\$ Oasys - Reminder

You have one or more outstanding tasks to complete on the Oasys platform.

Please select the link below to log in and view your task(s).

\$\$\$URL\$\$\$

Deadline for completion of your task(s): \$\$\$ProjectDeadline\$\$\$

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

New - Report Generation

Subject: \$\$\$CompanyName\$\$\$ Oasys - Report Generation - \$\$\$Firstname\$\$\$ \$\$\$Lastname\$\$\$

One or more reports are available for you to access on the Oasys platform.

Please select the link below to log in and view the report(s).

\$\$\$URL\$\$\$

Deadline for completion of your task(s): \$\$\$ProjectDeadline\$\$\$

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

New - Score Extraction Completed

Subject: \$\$\$CompanyName\$\$\$ Oasys - Score Extract

A score extract that you have recently requested has been generated from the \$\$\$ProjectName\$\$\$ project.

Please select the link below to log in and view the extract.

\$\$\$URL\$\$\$

The extract will expire seven days after generation.

If you have any queries, please contact the Project Administrator using the contact details below.

\$\$\$SupportDetails\$\$\$

Kind regards,

\$\$\$CompanyName\$\$\$

When will this update be released?

The upgraded email templates will be released across platforms in mid-May.

You will **not** be required to take any action. We will load the new email templates in all available Oasys languages.

Should you require more information on how to use the new templates, please contact bureau.manager@savilleassessment.com.