

System Enabled Email Notifications

Email	Subject	Content
Welcome Email	Welcome to PiiQ!	<p>Hi,</p> <p>Welcome to PiiQ! You're all set to improve your performance with goals, competencies and reviews. To verify your email and set your password, click the link below. This link will be valid for 7 days.</p> <p><u>URL</u></p> <p>Alternatively you can reset your password anytime using this link http://ge.csod.com/forgotten-password</p> <p>Thank you, The PiiQ Team</p>
Password Reset Email	Password Reset	<p>Hi,</p> <p>You've recently requested to reset your password. To change your password, please click the link below:</p> <p><u>URL</u></p> <p>If you did not make this request, please contact System Administrator immediately.</p> <p>Thank you, The PiiQ Team</p>
When Goal Setting starts	Please set goals for your team	<p>Hi,</p> <p>This is a reminder that you can now set goals for your team. You will review and rate your team members' progress on these goals. This task is due on July 5, 2016.</p> <p>To set your team's goals, please log on to <u>URL</u>.</p> <p>Thank you, The PiiQ Team</p>
	Please set your goals	<p>Hi,</p> <p>This is a reminder that you can now set goals. You will review and rate your progress on these goals. This task is due on May 31, 2017.</p> <p>To set your goals, please log on to <u>URL</u>.</p> <p>Thank you, The PiiQ Team</p>

When Goals are confirmed	Your goals have been confirmed	Hi, Your goals for "2017 Annual Performance Review" have been reviewed and are now confirmed. To view the goals, please log on to URL . Thank you, The PiiQ Team
When Self-Review starts	Please complete your Self-Review	Hi, This is a reminder that your self-review is due on July 15, 2016. This is an important component of your overall performance review. To complete your self-assessment, please log on to URL . Thank you, The PiiQ Team
When Team Review starts	Please complete your Team Review	Hi, This is a reminder that you can now complete team reviews. Team reviews are due on August 31, 2016. To complete these reviews, please log on to URL . Thank you, The PiiQ Team
When Team Review is submitted	Your review is complete	Hi, Your manager has completed your review. To view the review, please log on to URL . Thank you, The PiiQ Team
When 360 Feedback starts	Want 360 Feedback? Request it in PiiQ	Hi John, The 360 feedback cycle for Anna Garg has started. You can request internal feedback and gain valuable insight. When sending out your 360 feedback requests, consider how they may have worked together and get feedback from more than one angle if possible. To select your feedback respondents, please log in here URL . Thank you, The PiiQ Team
When 360 respondent has provided the feedback	Feedback is provided	Your 360 feedback request has been completed! To view the feedback, please log in here URL . Thank you, The PiiQ Team



User Driven Email Notifications

The email content can be customized by users

Email	Subject	Content
When manager reminds employee to set goals	It's time to set your goals	Hi Anna, The goal-setting cycle for "2016 Performance Review" has started. Please submit your goals by June 30, 2017. Thank you! Kind Regards, John To view the goals, please log into the URL below. URL
When manager provides feedback on employee's goals	You've received feedback on your goals	Hi Anna, Your goals for "2016 Performance Review" have been reviewed. Thank you! Kind Regards, John To view the goals, please log into the URL below. URL
When employee reminds manager to confirm goals	Please confirm Anna's goals	Hi John, I have set my goals for "2016 Performance Review" period. I look forward to receiving your feedback and confirmation of my goals by Jun 30, 2017. Thank you! Kind Regards, Anna To view the goals, please log into the URL below. URL
When employee updates or provides feedback on the goals	Anna's goals have been updated	Hi John, My goals for "2016 Performance Review" have been updated. Thank you! Kind Regards, Anna



		<p>To view the goals, please log into the URL below. URL</p>
<p>When manager requests 360 feedback from internal people</p>	<p>You've been asked to provide 360 feedback</p>	<p>It is that time again. I'd like to get feedback on Anna Garg for the "2016 Performance Review". Thank you in advance for your time and participation as your feedback is very valuable and helps identify their strengths and areas for growth.</p> <p>It would be really appreciated if you could complete it before 10 Oct 2016. Please click on the URL below to submit your 360 Feedback.</p> <p>Thank you! John</p> <p>URL</p>

