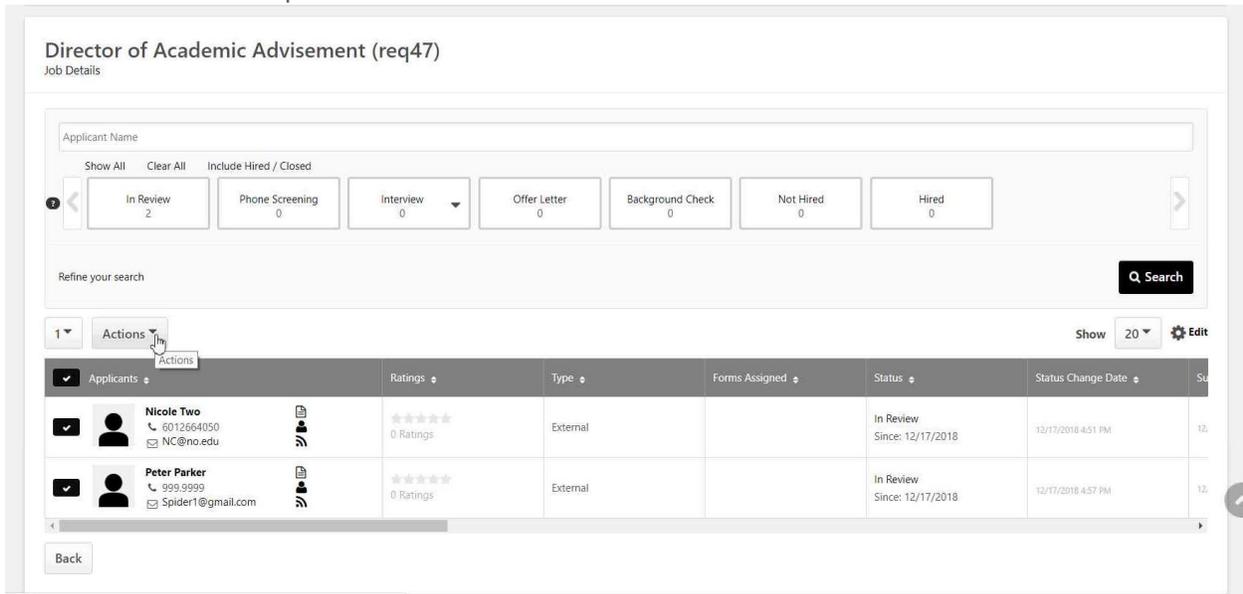
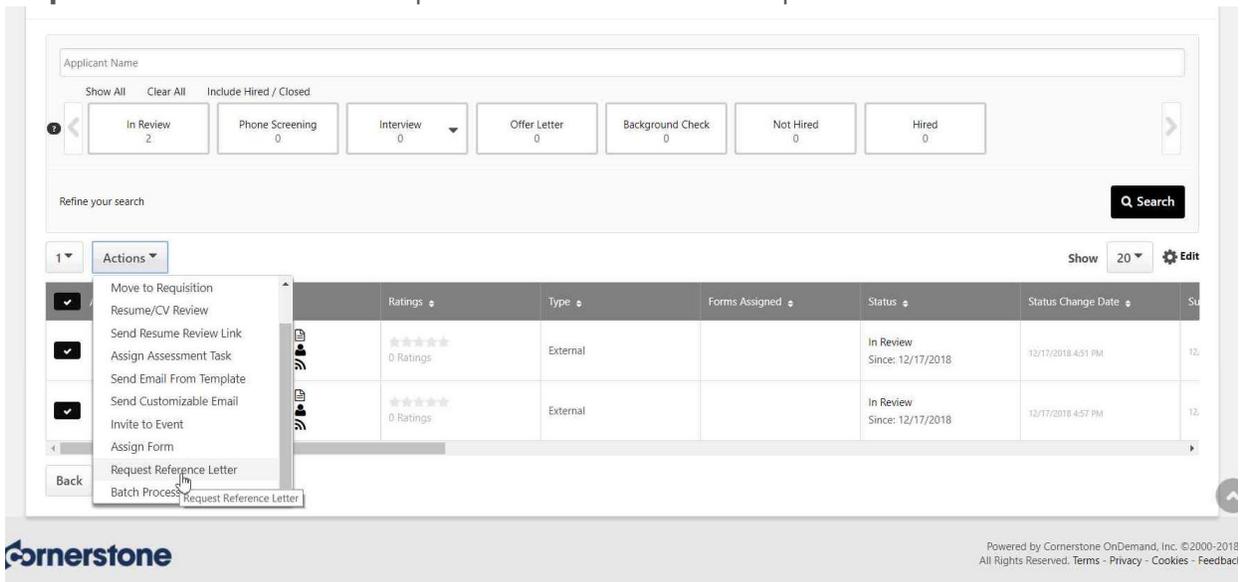


Faculty Recommendation Request Steps

Step 1: From the Manage Applicants screen select the candidates you wish to receive the Faculty Recommendation Request task.



Step 2: Click on the Actions drop down menu and select Request Reference Letter.



Step 3: Select the "Faculty Recommendation Request" form and then click Request References. You will then get a pop up telling you if your request was successful. This action triggers an email to the selected candidate(s) to enter their references' contact information into the candidate portal. Once they enter their reference contact information, Cornerstone will send the reference writer an email asking them to upload a letter of recommendation. The requisition's Hiring Manager and Reviewers will receive an email notification when letters are uploaded for each candidate. Email samples are included at the end of this document.

Select the form to be assigned.

Title **Search**

Title	Description
1. Employee Data Form	Employee Data Form with Encrypted Fields
1. Employee Data Form-KJ	Employee Data Form with Encrypted Fields
4. Acknowledgements	
5. Self Identification Form	
Degree Verification	Form to upload diploma or transcript of highest level of education required by position.
Faculty Recommendation Request	Please refer to the instructions in the recommendation request email.
New Hire PAF-Copy SJ	

Applicant Action Results

Name	Details
Nicole Two	Successful: Requested
Peter Parker	Successful: Requested

Include successful actions

Viewing Recommendation Letters in Cornerstone:

Letters are stored in the candidate's profile on the Documents tab under Reference Forms.

Assistant Professor, Human Resources (req45)

Summary
Statuses
Application
Comments
Documents
History
Email

Applicant Documents ▲

Review or upload a Resume/CV, a Cover Letter and up to ten (10) Other Documents for this applicant. It may take several minutes for new attachments to be included in the Application PDF.

Document	Title	Upload User	Upload Date	Options
Resume/CV	Small Resume	Tammy Small [small@gmail.com]	11/21/2018	
Cover Letter	Upload Cover Letter			
Other Document	Upload Other Document			

Attachments ▲

+ Add Attachment

Applicant Status	Title	Upload User	Upload Date	Options

Reference Forms ▲

Form Title	Status	Options
Reference Letter Request Task	Completed - 11/21/2018	
Faculty Recommendation Request	Assigned - 11/21/2018	
Faculty Recommendation Request	Completed - 11/21/2018	View Form
Faculty Recommendation Request	Assigned - 11/21/2018	
Faculty Recommendation Request	Completed - 12/6/2018	View Form
Faculty Recommendation Request	Assigned - 11/21/2018	

Sample Email to applicants requesting reference contact information:

Dear Nicole,

Please visit your applicant profile at USM Careers and complete the Reference Request Form to be considered for further review. Submit contact information for at least **three** references. **To add reference contact information, please click on the "+" symbol at the end of the reference fields (as pictured below).** Applicants should note that by submitting the information requested below you are waiving your right to view the recommendation letters submitted by these individuals.

Reference Letter Request

Please enter the contact information for your references below. Use the + symbol to add additional references. Your references will be contacted to submit a reference letter.

Reference First Name	Reference Last Name	Reference Email Address	
<input type="text" value="Test"/>	<input type="text" value="Ref1"/>	<input type="text" value="testref@gmail.com"/>	<input type="button" value="+"/>
<input type="text" value="Test"/>	<input type="text" value="Ref2"/>	<input type="text" value="testref@gmail.com"/>	<input type="button" value="x"/>
<input type="text" value="Test"/>	<input type="text" value="Ref3"/>	<input type="text" value="testref@gmail.com"/>	<input type="button" value="+"/> <input type="button" value="x"/>

Position: Director of Academic Advisement

Department/Reporting Unit: Provost and Sr VP for Academic Affairs

Requisition ID: req47

Sincerely,
University HR

Sample email sent to the Reference Writer after applicant provides the email address.

Dear Quentisha:

Jessica Simple, a candidate for a position at The University of Southern Mississippi, has indicated that you would be able to provide a letter of recommendation supporting his/her candidacy. We ask that you please submit a frank assessment of the candidate's professional standing, qualifications and experience. The information you provide will assist us in evaluating whether their accomplishments warrant appointment to the position detailed below. This recommendation letter will be kept as a part of the candidate's confidential application materials and will not be shared with the candidate.

Please click on this link to complete the reference: [Reference for Jessica Simple](https://usm-pilot.csod.com/ats/landing/referencelanding.aspx?rfqs=%5e%5e%5e2GydbNmgxEPzGIZStakzPQ%3d%3d)
<https://usm-pilot.csod.com/ats/landing/referencelanding.aspx?rfqs=%5e%5e%5e2GydbNmgxEPzGIZStakzPQ%3d%3d>

We greatly appreciate your time and assistance is in this matter. If you have any questions, please email jobs@usm.edu.

Thank you,

University HR
