

Cornerstone Recruit: Reference Letter Process

The Recruit module of CSOD has an automated reference request function for hiring committees or managers to request and receive references on candidates confidentially.


1. To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.
2. Click the dropdown Menu (3 horizontal line) Icon at the top right of your screen:



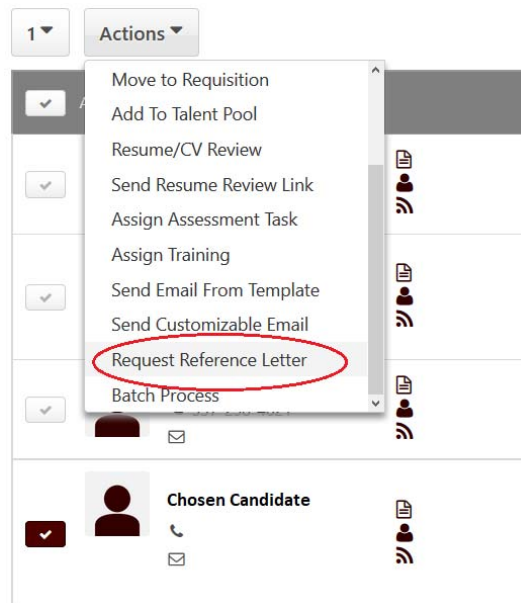
From Drop down menu select Recruit, then Hiring Dashboard and follow the steps below:

1. Open the applicant pool by clicking the total number of applicants from the requisition/search in question:

Days Open	Postings	Applicants
133	1	6



2. Click the check mark box next to the candidate(s) you want to request references from, then select the *Request Reference Letter* option from the Actions dropdown menu:



3. The *Select Form* menu should open. Click on the Title **“Reference Letter Request Task”**, then click the **Request References** button to send the Reference request to your candidate.

- Candidates will receive an email advising that references have been requested by the hiring committee, and to login to the Career site where they applied. The reference task will appear in their “My Profile” screen of this site.
- Once in their *My Profile*, they’ll click “Launch” next to the reference task.

Reference Letter Request

Position: Human Resources: Director of Talent Management and Organization Development Req ID: req91 Date Assigned: 3/14/2018



Please select the launch button to enter the contact information for your references

- From this Reference Letter Request form, candidates will document the Name and Email address for each of their references. They can add additional rows for each unique reference by clicking the plus sign icon at the right of each row. There is not a limit to the number of references they can add. Once complete, they’ll click submit:

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="text" value="Test"/>	<input type="text" value="Ref2"/>	<input type="text" value="testref@gmail.com"/>
<input type="text" value="Test"/>	<input type="text" value="Ref3"/>	<input type="text" value="testref@gmail.com"/>

- At this point, the system will generate emails to each reference, indicating they have been identified as a reference for the aforementioned candidate. They can view the details of the position for which the candidate is being considered (linked in the email message) before opening the actual Reference form link. This form allows for two modes of submitting: either uploaded as an attachment or pasting/composing in a free text field, before clicking submit:

Reference Letter Request Upload

Please either upload your reference, or paste in the free text field below.

Upload Reference Letter

Drag and drop files here or [Select a file](#)

Click "Select a File" to upload or copy and paste your reference in the blank text field below this section.

Reference Letter Task

Cancel

Submit

- Once submitted, the designated hiring manager will automatically receive an email notification advising a reference has been received. The reference document will automatically populate as a confidential document within your applicant pool listing for the respective requisition. Candidates will NOT be able to access or view references.
- You can access the reference by opening the respective requisition pool (Step 1 above), clicking the name of the candidate, then their "Documents" tab.
- Scroll down to the Reference Form section, and click "View Form" to open the reference document.

Reference Forms		
Form Title	Status	Options
Reference Letter Request Task	Completed - 3/9/2018	
Reference Letter Request Upload	Completed - 3/9/2018	View Form
Reference Letter Request Task	Completed - 3/8/2018	
Reference Letter Request	Assigned - 3/8/2018	
Reference Letter Request	Assigned - 3/8/2018	
Reference Letter Request	Completed - 3/8/2018	View Form

As an FYI, there is a limitation of the system to keep in mind with the reference function:

Candidates can only be assigned the reference task once, so if they forget to add all references, these will have to be processed and added manually. It will be important that the job ad clearly state how many references should be submitted if requested. Our automated message to candidates can be formatted to guide candidates to first review the job ad prior to submitting reference information via the reference task on their Career site profile.