

Recommendation Management Overview

1) The applicant initializes an online recommendation request. At this point, the applicant then has the option to send out recommendation requests or edit their recommender's contact information.

Name (Last,First)	Status	Last Notified	Actions
Smith, Jon	Initialized by Applicant		Edit Send Remove
Add a new recommender			

2) The request is sent to the recommender. At this point, the applicant can resend a recommendation request to their recommender or remove the request. Applicants who need to update their recommender's contact information should be instructed to create a new request with the updated information.

Name (Last,First)	Status	Last Notified	Actions
Smith, Jon	Recommender Notified	8/18/2009	Info Resend Remove
Add a new recommender			


3) The recommender receives email notification and logs into his or her online form to complete their reference. At this point, applicants will no longer be able to edit or remove that recommender from their supplemental form.

Name (Last,First)	Status	Last Notified	Actions
Smith, Jon	Recommender Commenced	8/18/2009	Info
Add a new recommender			


4) Once the recommender has submitted their online reference, the recommendation's status will be updated to the final status, 'Complete'.

Name (Last,First)	Status	Last Notified	Actions
Smith, Jon	Recommendation Completed	8/18/2009	Info
Add a new recommender			

5) Administrative users will be able to track the progress these references from the List of References screen. They can also edit the status or contact information for these recommendations at any time using the green edit pencil.

Application Info > List of References				
Name	Email Address	Status 	Last Notified	Edit 
Smith, Tom	mztaylor@umd.edu	Manually Completed	2009-10-02 10:40:10	
Doe, John	mclean@umd.edu	Recommender Notified	2008-11-12 15:13:00	
Smith, Bob	mclean@umd.edu	Recommender Notified	2009-10-02 10:34:58	
Add a new recommender				

6) Once on the Recommender Add / Edit screen, Administrative users can update a recommendation's status, edit recommender contact information, and confirm receipt of non-electronic recommendations as received by updating the status to 'Manually Completed'.

List of Recommenders > Add/Edit Recommender 

Comments:

- To label a hard copy recommendation as received, please select "Manually Completed below"
- When adding a new electronic or hard copy recommendation:
 - **For electronic references:** you will need to enter a recommenders contact information and email address, set the Current Status of the recommendation to Initialized by Applicant and click Save. Once the recommendation is received, you can update the Current Status to Manually Completed.
 - **For hard copy references:** you will need to enter a recommenders contact information, set the Current Status of the recommendation to Initialized by Applicant and click Save. Once the recommendation is received, you can update the Current Status to Manually Completed.
- **If you fix a recommender's email address,** you should click the 'Resend login/password' link next to their name on the 'Application' tab after saving this page

Recommender:

Name (title / last / first): Dr.

Affiliation:

Email address:

URL:

Applicant waives electronic notification for this letter)

Applicants waive the right to review any letters of recommendation submitted. The University does not return application materials after submission.

Current Status:

Legend of online recommendation status codes

Initialized by Applicant: When a recommender is added but no notification has been sent.

Recommender Notified: When a recommender is added and notification has been sent to the recommender.

Recommender Commenced: The recommender has logged in for the first time to the recommendation screen.

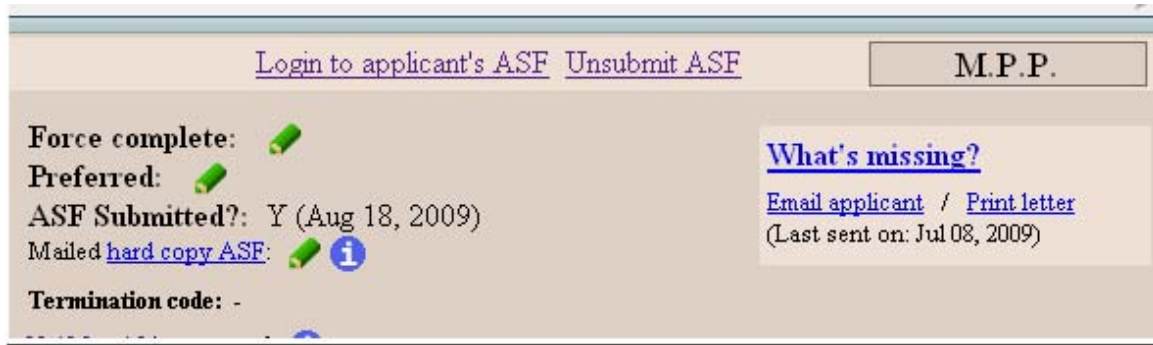
Recommendation Completed: The recommender has completed the recommendation.

Manually Completed: The recommendation marked as manually completed by the staff member.

Void by Department: The department no longer needs or wishes to receive this recommendation.

Unsubmitting a completed ASF

Administrative users can now unsubmit a complete ASF to allow applicants to make necessary changes to uploaded documents and other supplemental data. To do this, click the 'Unsubmit ASF' link on the top right corner of the Application tab.



If you have any questions or concerns, please contact Matthew McLean at mclean@umd.edu or ext. 59428.