ATLAS Reference Gathering system

The process for this form goes as follows:

1. URL to form is sent to candidates by either the HR contact or search committee chair (totally up to you). The link to the survey that will be sent to applicants is listed below:

<https://go.illinois.edu/LASReferenceCollection>

sample text to use for candidate:

At this time, we are asking for you to provide us contact information for three professional references. Please use the link below submit your information:

<https://go.illinois.edu/LASReferenceCollection>

It will ask you to create a login and password. After that is established, you will be directed to the form to enter information for three professional references. Please enter the following into the reference information form:

**Position Title:** *ENTER RANK- Ex Assistant Professor*

**Hiring Department:** From the drop-down box, choose ENTER your UNIT

Once you have submitted the information to us, we will contact your references to request a letter. We would appreciate receiving this information as soon as possible. If you have any questions or concerns about the process or your submission, please contact NAME, at EMAIL.

1. Applicant clicks on the link and creates profile for FormBuilder (entirely separate from netID creation and only for use with this particular tool) and verifies their email address to successfully log in
2. Applicant selects hiring department, enters position title, and submits reference contact info
3. HR staff member receives email alerting of reference submission
4. HR staff enters decision to request reference letters or archive applicant submission without requesting reference letters (this can be done one at a time as they come in or in batch at the following link: <https://apps.atlas.illinois.edu/FormBuilderSurvey/FormView/las_administration/deans_office/las_hiring_reference_collection/Index?formViewId=45279a89-b5fe-4cb8-b4dc-af34009748e8>)
5. If reference letters requested for applicant -- automated email BCCs each reference with instructions for how to register an account (done so for a bit of added security) and upload their letter
6. Reference creates account, verifies email address, and must return to original notification email and click URL to form from there (covered in instructions to reference)
7. Reference submits letter
8. HR staff member clicks on the following link for list of ref letters (<https://apps.atlas.illinois.edu/FormBuilderSurvey/FormView/las_administration/deans_office/las_hiring_references/Index?formViewId=a76a17cb-1617-44a8-ad85-af3500df2ad5>
9. Use this link to see all the candidates and the reference info they submitted (only way to view this info BEFORE the first letter is uploaded): <https://apps.atlas.illinois.edu/FormBuilderSurvey/FormView/las_administration/deans_office/las_hiring_reference_collection/Index?formViewId=937bbaca-14ce-48ad-a766-af3500e0b396>
10. HR staff member downloads letters from ATLAS system and uploads to Box location of your choosing for search committee to access (the search committee can't access anything in the form itself at this time- not enough time for ATLAS to set that up).