

UAMS Recommender Quick Guide

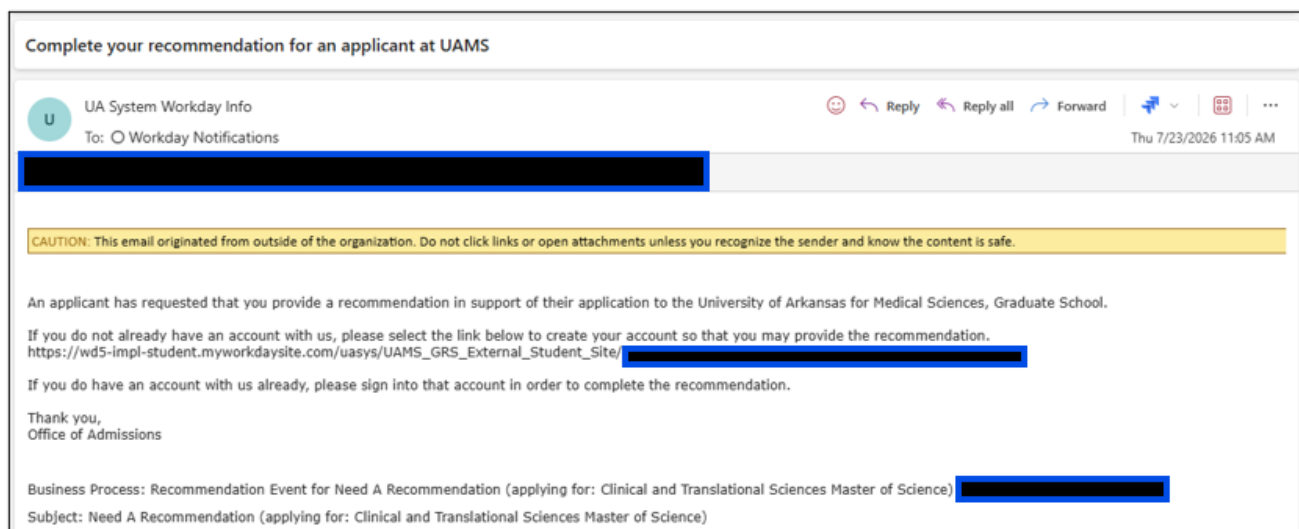
For UAMS applicants to share with their recommenders

If your UAMS application requires a recommendation, Workday sends an email to the recommender after you submit your application. Share this guide so your recommender knows what to look for and how the status appears on your application.

WHAT EMAIL SHOULD THE RECOMMENDER LOOK FOR?

Sender: UA System Workday Info <uasys@myworkday.com>

Initial email subject: Complete your recommendation for an applicant at UAMS



What the recommender needs to do

1. Open the email link.

If the link is not clickable because of browser or security settings, copy and paste the link into a browser window.

3. Sign in and open the request.

Select "Recommendation Landing Page," then choose the recommendation listed under Recommendations to Complete.

2. Create or reset the password if prompted.

Select "Send Password Reset," then use the password-reset email from UA System Workday Info to set the password.

4. Complete and submit the recommendation.

Follow the request to upload a document/letter or answer the required questions. Review the information and click OK to submit.

What the applicant can see

On the submitted application, the applicant can track the recommendation under Application Requirements. Before the recommender submits, it appears in the Incomplete list. After submission, it moves to Completed and displays a green icon.

Before recommender submits

Application Requirements

Incomplete

- Official Transcript for [redacted]
Requested | Official transcripts (in sealed envelopes or electronically delivered by institution) of course work from ALL inst should be forwarded to the UAMS Graduate School for review.
- Statement of Purpose
Requested | SOP: Statement of Purpose
- Resume/CV
Requested | Resume/CV
- Recommendation from [redacted]
Not Received
- Recommendation from [redacted]
Not Received

After recommender submits

Application Requirements

Incomplete

- Official Transcript for [redacted]
Requested | Official transcripts (in sealed envelopes or electronically delivered by institution) of course work from should be forwarded to the UAMS Graduate School for review.
- Statement of Purpose
Requested | SOP: Statement of Purpose
- Resume/CV
Requested | Resume/CV
- Recommendation from [redacted]
Not Received

Completed

- Recommendation from [redacted]
Successfully Completed

Completion indicator: The recommender's site also shows the submitted item under Completed Recommendations with a green icon.