

## **INSTRUCTIONS: APPLICANT REFERRAL RECORD DOCUMENTATION FORM**

- You are encouraged to complete the form electronically. Benefits of completing electronically include 100% legibility, being able to access recruitment information from your computer, and being able to cut and paste on the form itself.
- In completing the form electronically, when you open the document the first field is highlighted showing you where to begin typing. When you have completed one field, simply **tab** and begin typing in the next field. **Do not press enter**. Pressing enter will insert an extra, unnecessary line.
- On the first page, in the “Job Related Reasons for Selection” fields, the information should be limited to five lines for each field or 15 lines for all three choices together. Otherwise, the bottom of the first page will extend to the second page.
- To mark the “yes” or “no” fields, you can either click the box with your mouse, or tab to the box and press the space bar.
- Field explanations are provided in the lower left-hand corner of the MS Word window.
- The continuation sheet (page 2 of the form) can display information for 17 applicants. If you need to display more applicant information, there are three more continuation sheets after page 2, which gives you space for 68 applicants. If you do not use the extra continuation sheets, perform a print command that prints the page range up to the number of the last page you used. (Click File, then Print, then specify the page number range under Page Range, e.g. 1-3, then press OK to print).
- The form is locked in order to help ensure the formatting does not change. Since the form is locked, you can not copy and paste the form itself. However, you can copy and paste information in certain unprotected fields within the form such as the date fields or the Job Related Reasons for Selection fields.
- The forms can be found on HRM’s web site, at: [www.doa.state.nc.us/hrm/forms.htm](http://www.doa.state.nc.us/hrm/forms.htm)
- For supervisors who choose to hand write the form, please provide them with a copy that has sufficient space to write their comments. A blank copy will be included in each Application Package from HRM.
- If you have any questions, concerns, problems or recommendations with/for the form, please do not hesitate to call Bob Schultz at 919-807-2480.