Tips for Using the SOM Faculty Recruitment Letter Generator

Navigate to https://secure.web.emory.edu/med/prod/dean/

Fill in all appropriate information. Please note:

- The Generator includes built-in logic that will expose additional questions based on your preceding answers in order to accurately customize your recruitment letter
- As you click the button to progress to each new step, there will be a check to assure all fields contain logically correct answers. Fields with issues will display in red; related messages will display
- Dollar amounts will be inserted in the letter with correct commas, regardless of your data entry (e.g., 80000 will print as 80,000)

Once created, be sure to save the document to your computer – it will NOT be stored anywhere else

There are some additional tweaks needed before the letter is complete:

- If you prefer a different view of the document, “click View” in the dropdown menu to select a preferred view (Print Layout is standard)
- You will need to add the date and the candidate’s address at the top of the letter
- **Attachment [ ]**: if you see this in the letter, please scroll down to the attachments area, correctly label the attachment and then indicate that label in the letter where highlighted
- **[INSERT CHAIR IDENTIFICATION]**: to complete the signature block, please enter your Chair’s name and title in the space provided
- You may perform additional editing to the Word document using Word as needed

Because of Microsoft security setting limitations, the Generator performs best in Firefox, Safari or Chrome. If you prefer to use Internet Explorer, please read the directions for changing your settings when you first log on to the Generator using Internet Explorer

Questions about the Generator application: Wicki Mitchell (laura.mitchell2@emory.edu or 404.727.3220)

Questions about the letter content or ideas for Generator enhancements: Josh Barwick (jbarwic@emory.edu or 404.712.9793)