Generate Fax Cover Sheets

Your application has been received for the announcements listed below. In order to be considered for the position, you must provide the requested documentation. Please **follow the Fax Instructions** correctly. <u>**Failure to do so may result in your not being considered.**</u> We recommend that you print these instructions and keep them handy while faxing.

Checklist: Fax Instructions

❑	**Select the documents** (listed on the previous page) that need to be faxed by placing a check-mark in the "Select Cover Sheet" box. Select only the requested documents that apply to you. For example, you do not need a DD-214 unless you are a veteran.
❑	**Create the fax cover sheets** by clicking on the "Print Cover Sheet" button. This will create cover sheets for all of the selected documents in a new window.
❑	**Print the fax cover sheets.** **Please write the date and number of attached pages only in the appropriate places.** Double check that the printout is clear and legible with a white background. Also, make sure that the cover sheet does not have unrelated printing from your printer (i.e. page markings, time/date, etc.), as this might be read as an error by the automated fax imaging system.
❑	**Create fax set(s).** Place the correct fax cover sheet on top of the requested document(s), whether it is one or multiple pages. There should be a separate fax set for each type of requested document. For example, if you have two or more transcripts from different schools, this is considered a set, and must be faxed together with the generated transcript cover sheet.
❑	**Fax <u>each set separately</u>** to the phone number indicated on the fax cover sheet. **If you fax different sets using the same cover sheet, the second fax will overwrite the first one in our system.** For example, if you faxed University A and B transcripts using the transcript cover sheet and then faxed University C and D transcripts separately, using the same transcript cover sheet, the University A and B data will be overwritten and lost. **Note: We cannot process your document if the first sheet in the fax is anything other than the cover sheet created by our hiring application.** <u>You should use only the fax sheet generated by our hiring application.</u>
❑	**FAX YOUR DOCUMENTS AS SOON AS POSSIBLE** and avoid the rush. **Failure to receive your faxed documents within the closing date of the vacancy announcement may result in your not being considered.** You should also check the status on your fax machine to ensure that all pages, including cover sheet and document, were sent successfully.
❑	**Check for confirmation emails** for all documents that you have faxed. Confirmation emails are sent automatically after we receive the faxed cover sheet. Depending on the level of activity in the online application system, your confirmation email may be delayed.
❑	**No confirmation email?** Review these steps so that you can fix the problem. Submit the fax again if you did not receive a confirmation email for a document. Please be aware that the confirmation email might be in your "Junk" or "Bulk Mail" folders.
❑	**Technical difficulties?** Please contact the helpdesk via email (<u>mgshelp@monster.com</u>), or phone (866-656-6830) from 7 a.m. – 7 p.m. Eastern Time.