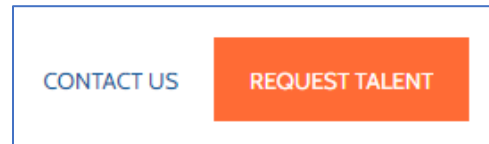


Request Talent Instructions

The Panther Group is a strategic staffing partner committed to providing outstanding customer service and excellence to Cornell University. This guide reviews the step-by-step instructions on how to request talent through our online portal.

- ✓ Begin at www.thepanthergroup.com – select **Request Talent** at the top of the page.



- ✓ Enter in your email address and click **Submit**.

As your staffing partner, Panther is happy to assist with your hiring requirement. To initiate your request, please enter your email address:

Email address:

- ✓ In the **Request Talent** form, fill out all required information. Required information will have a **red asterisk** next to the field.

- ✓ **Required information includes:**

- * Department/College or School
- * Requestor
- * Contact Email
- * Contact Phone
- * Role Type
- * Start Date
- * Job Title

Cornell University Information	
Department/College or School: *	<input type="text" value="College of Arts and Sciences"/>
Address/Building:	<input type="text"/>
Requestor: *	<input type="text" value="Janet Smith"/>
Contact Email: *	<input type="text" value="jsmith@cornell.edu"/>
Contact Phone: *	<input type="text" value="607-255-8433"/>

- There are additional fields you may enter information into that will help Panther get started on searching for perfect candidates for your open positions. This includes sections such as: **Contact Preference, Job Description/Duties, Work Skills, Schedule, Estimated Length of Assignment and Annual Salary.**
- Once you have entered in all necessary information, click **Submit** at the bottom of the page.
- After you have submitted your Talent Request, you will receive an **Email Confirmation** from The Panther Group. Panther will also be notified of this request and a Panther representative will reach out to you directly.