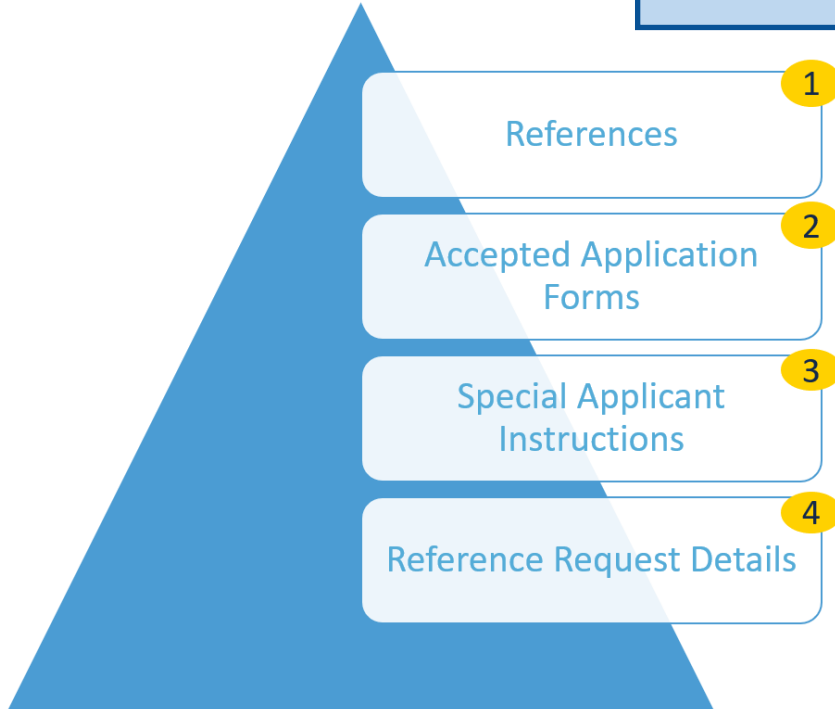




Systematically collect letters of recommendation

Position Types

- ◆ Permanent Faculty
- ◆ Postdoctoral Scholars



Step 1 | References

References

a Reference Notification

a Your choice: When are references contacted to solicit letters of recommendation?

Selected for interview (Dept HR Rep)

Request References to submit Recommendations when candidate reaches selected workflow state?

b Recommendation Workflow

b Always blank

When all Recommendations have been provided, move to selected workflow state?

c Recommendation Document Type

c Always Letter of Recommendation

Letter of Recommendation

Allow a document upload when a reference provider submits a Recommendation?

Step 2 | Accepted Application Forms

d Accepted Application Forms

d Always only Application (With Reference Letter)

Faculty Application (With Reference Letter)

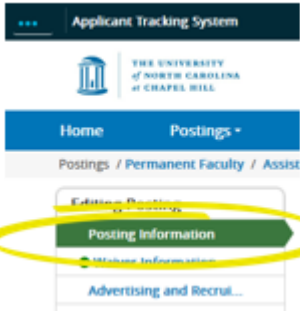
Faculty Application (No Reference Letter)

Position Types

- ◆ Permanent Faculty
- ◆ Postdoctoral Scholars



Step 3 | Special Applicant Instructions

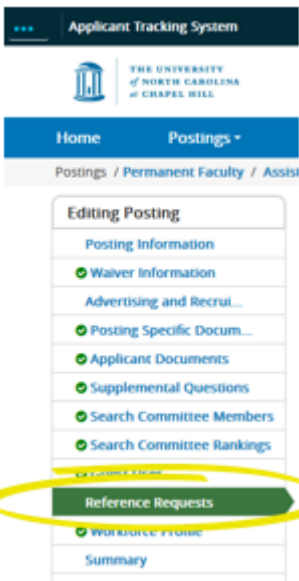


Include the minimum and maximum number of references.
If you don't put it here, applicants will not know what's required!

e Special Applicant Instructions

e Include minimum and maximum number of references required

Step 4 | Reference Requests



Reference Request Details	
f Require applicants to submit references for this position?	Yes f Always YES
g Minimum number of references	2 g Your choice (never blank)
g Maximum number of references	4 g Your choice (never blank)
h Last day for recommendation	h Always BLANK
i Special Instructions to Reference Provider	Please upload a signed letter of recommendation on institutional letterhead. i Your choice: Email text for References

Related Links



[Microlearning Training Video - PeopleAdmin References Functionality](#)

[Faculty Recruitment and Employment Policies and Procedures](#)

[Faculty Appointments: Standard Order Tables](#)