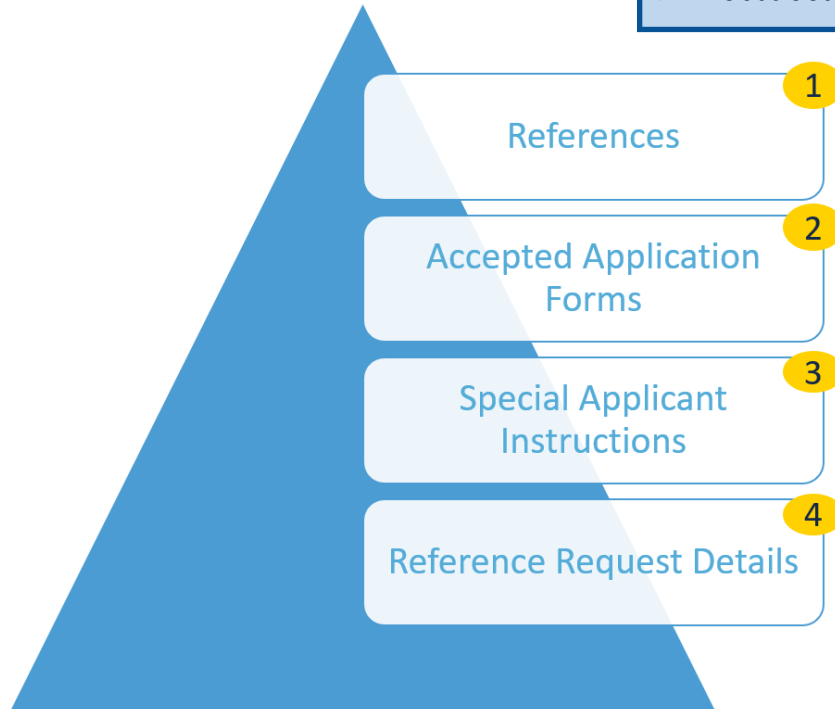


Systematically collect letters of recommendation

#### Position Types

- ◆ Permanent Faculty
- ◆ Postdoctoral Scholars



## Step 1 | References

### References

a

Reference Notification

b

Recommendation Workflow

c

Recommendation Document Type

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

Always blank

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

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

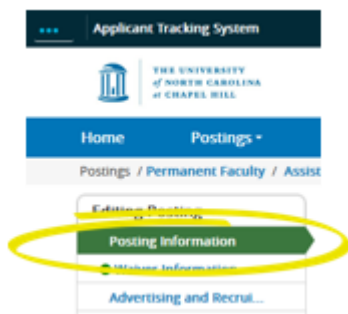
Always only Application (With Reference Letter)

☒ Faculty Application (With Reference Letter)
 ☐ Faculty Application (No Reference Letter)

#### Step 3 | Special Applicant Instructions

#### Position Types

- ♦ Permanent Faculty
- ♦ Postdoctoral Scholars

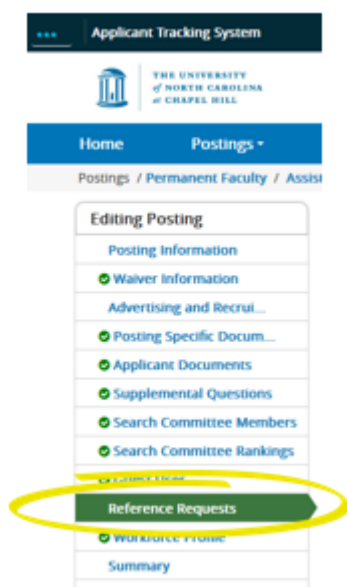


Include the minimum and maximum number of references.  
*If you don't put it here, applicants will not know what's required!*

**e** Special Applicant Instructions

**e** Include minimum and maximum number of references required

#### Step 4 | Reference Requests



**Reference Requests**

Reference Request Details

<b>f</b>	Require applicants to submit references for this position?	Yes	<b>f</b> Always YES
<b>g</b>	Minimum number of references	2	<b>g</b> Your choice (never blank)
	Maximum number of references	4	
<b>h</b>	Last day for recommendation		<b>h</b> Always BLANK
<b>i</b>	Special Instructions to Reference Provider	Please upload a signed letter of recommendation on institutional letterhead. <b>i</b> 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](#)