Automated Reference Letter Collection Process

You can initiate an automated reference collection process through PeopleAdmin when creating a posting. This process will allow reference letter providers to submit confidential letters of recommendation directly to the PeopleAdmin (PA) system via email. Take this step while you are drafting a job posting.

1) From the Summary page of the drafted posting, click on the Settings tab.

Posting: Clinical Assistant Professor in Counselor Education (Faculty FTE)

Current Status: Posted

Position Type: **Faculty FTE**
Department: **CED Educational Studies (152400)**

Created by: **Carolyn Johnson**
Owner: **HR Recruitment**

| Summary | History | Settings | Applicants | Reports | Hiring Proposals | Employment Verification |

2) On the settings tab of the posting, click the drop-down box in the reference notification section. Select the workflow state in which you would like the reference/ recommendation letter provider to be notified to submit the letter of reference/ recommendation.

Note: This feature must be set at the time the posting is created. Once the position is posted, only the Office of Talent Acquisition will be able to add this functionality.

Note: If a department wants a recommendation letter from all candidates to assist in the selection process of who to interview, then select the Under Review by Department workflow state. If a department prefers to only request letters for finalists to aid in determining who to hire, then select the Finalist workflow state.
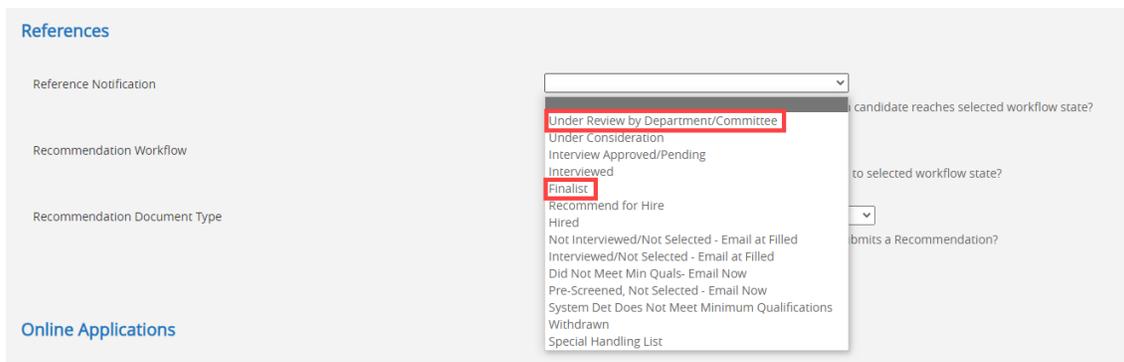
References

Reference Notification

- Under Review by Department/Committee
- Under Consideration
- Interview Approved/Pending
- Interviewed
- Finalist
- Recommend for Hire
- Hired
- Not Interviewed/Not Selected - Email at Filled
- Interviewed/Not Selected - Email at Filled
- Did Not Meet Min Quals- Email Now
- Pre-Screened, Not Selected - Email Now
- System Det Does Not Meet Minimum Qualifications
- Withdrawn
- Special Handling List

Recommendation Workflow

Recommendation Document Type

Online Applications

3) Once all reference letters have been provided, the system can move the applicant to the next workflow state if selected. To initiate this action, select the recommendation workflow drop down box and select the chosen workflow state. This drop down is optional and is not required for this feature to work. Applicants can manually be moved to the next workflow state, if desired.

4) Select the document type you would like the reference letter providers to upload or attach. To have providers upload reference/recommendation letters, select Reference Letter.

Note: The system will not reject reference/recommendation letters that are not uploaded on letterhead. If letterhead is required, this should be indicated in the provider special instructions field section.

5) To save settings, click Update Settings.
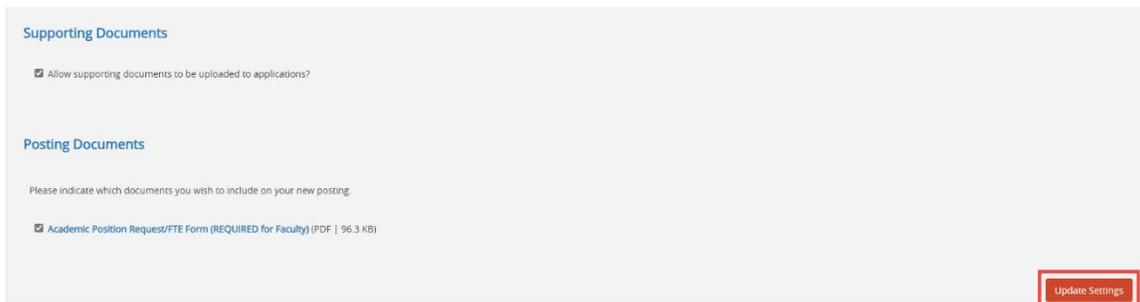
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6) To add a minimum or maximum to the number of reference letters requested, click the Edit Posting Details link.

Posting: **Clinical Assistant Professor in Counselor Education (Faculty FTE)** ✏

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7) Select the Reference Letter tab on the posting and enter the amounts desired. A recommendation deadline and provider message can also be added in this section. Reference letter providers will receive an email at the time of notification, but additional information can be added to that email by adding language in the fields below.

- If a minimum number of requests is indicated, the applicant will not be able to move forward without providing the requested information for the minimum requests.

Editing Posting
- Posting Details
- Funding Information
- Supplemental Questions
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee
- Evaluative Criteria
- **Reference Letter**
- Summary

Reference Letter

Check spelling

Reference Letter Collection

Minimum Requests

Maximum Requests

Recommendation Deadline   MM/DD/YYYY

Provider Special Instructions

These instructions will be included in the email to the reference provider.

Confirmation Message To Provider

This message will be included in the confirmation message the reference provider receives.

Save   << Prev   Save & Continue

8) Click Save or Save and Continue to save changes and continue creating the job posting.

Save   Save & Continue