Quick Guide: References & Recommendations

COLLECTING LETTERS OF RECOMMENDATION
The FacultyJobs system offers two options for collecting an applicant’s letters of recommendation. In addition, you may collect references off-line and upload to a candidate’s application at any time during the search process.

OPTION 1: Candidate Uploads Letters of Recommendation

- This option for obtaining letters of recommendation requests the candidate upload them as part of their initial application.

- When creating the position posting, make sure to select optional or required next to Three Letters of Recommendation on the Applicant Documents tab.

**NOTE:** By selecting required, applicants will be unable to certify and submit their applications without uploading all required documents.

(Internal User View)

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume/Vita</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>Cover Letter</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>List of References with Contact Information</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>4</td>
<td>Three Letters of Recommendation</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
</tbody>
</table>

(Internal User View)

**NOTE:** By selecting optional, applicants will be able to certify and submit their applications without uploading all optional documents.

Once an applicant submits their application and completes the certification process, he/she will **not** be able to go into their application at a later date to add any additional optional documents.

If an applicant would like to update or replace a document in their application, you must reach out to Central HR or the Office of Faculty Affairs, or email facultyjobs@uga.edu
OPTION 2: Reference Provider Uploads Letters of Recommendation

- If you prefer to have a reference provider submit a recommendation letter, you must include the necessary information and instructions on the **External Recommendations** tab when creating your posting.

- This option keeps the letters confidential so candidates cannot see the letters when viewing their application.

Be sure to provide detailed instructions to both the reference provider and the applicant:

- **Instructions to Reference Box:** Instructions to the individuals providing the reference (referee) can be detailed in the box labeled *Instructions to Reference* on the posting. This should include contact information in the event the referee would prefer to send hard copies or a reference letter on letterhead.

- **Special Instructions Box:** The special instructions box is a way to provide detailed instructions to applicants on how reference letters will be handled. This may include providing the contact information for the Committee Search Chair and/or unit contact in the event the candidate has questions regarding the reference process. The *Special Instructions to Applicants* field can be found in the *Posting Information* section when you create your posting.

What are some examples to include in this section?
- Search time frames
- Deadlines
- Instructions on required or optional Application Documents
- Reference Process
Contacting References

If you selected Option 2 above for collecting references:

- At the appropriate time in the process, you can manually send a recommendation request email to the reference provider from the **Recommendations Tab** on the applicant's job application. This is done by accessing the specific applicant(s) you wish to request references from. The email will contain a link which takes the reference provider directly to the recommendation form.

**Step 1:** Using the **Applicants Tab** in the position, you will see a list of applicants who applied to your position. **Remember to click on the name of the candidate to open their application.**

**Step 2:** Select the **Recommendations** tab located next to the **Summary Tab**.

Under the **Notified** column, you will see if any email communication has been sent to the reference provider. If not, you have the ability to contact the reference by clicking on the **send** hyperlink.

Once you select **Send** and the reference provider is notified, a timestamp will appear to indicate when the notification was sent.

You also now have the ability to **Resend** a request if some time has passed and a response has not been received.
Reference Provider Experience

Once the email is triggered, the reference provider receives an email notification with instructions on how to provide feedback. Each message contains a unique link that allows the recipient to respond confidentially. The link expires when the reference provider uploads a letter of recommendation or completes the recommendation form.

A link is provided that takes them to this website:

The reference provider has the opportunity to:

A. Copy and paste information into the Comments box on the Submit a Recommendation link.

B. Upload a Recommendation Letter through the Submit a Recommendation link.

Applicants are then notified when recommendations have been finalized and submitted.

Instructions on where to send recommendation letters should be provided in the Instructions to Reference box when creating the position posting.
Revised 05-03-16

**Re commendation Letters Received**

Once the recommendation has been completed and submitted by the reference provider, it will appear as part of the candidate's job application and can be viewed by revisiting the steps to contact references.

![Recommendation Form](image)

By selecting the submitted recommendations hyperlink, the below Recommendation Form appears. At the bottom of the Recommendation Form, you will find a link to the uploaded recommendation letter.

![Recommendation Form](image)

When you download a batch of applications as a single PDF, the uploaded recommendation letter will be included. The uploaded recommendation letter is also included as part of the Combined Document in each individual job seeker's application.

**Option 3: Collect Letters of Recommendation Outside of the FacultyJobs System and Upload to a Candidate’s Application**

- Letters submitted outside of the FacultyJobs system can be uploaded as a part of the application materials for a specific candidate. Steps on how to upload these documents can be found in the Supporting Documents Quick Guide ([http://www.hr.uga.edu/manuals-guides-training](http://www.hr.uga.edu/manuals-guides-training)).