

# UGAJobs Quick Guide: Recommendations

The UGAJobs 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. The way in which you collect these recommendations will depend on which option was chosen when the posting was created. Each option and its resulting action is listed below:

## 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 the position posting was created, *optional* or *required* should have been selected next to **Three Letters of Recommendation** on the **Applicant Documents** tab.

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

### (Internal User View)

Order	Name	Not Used	Optional	Required
1	Resume/Vitae	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
2	Cover Letter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3	List of References with Contact In...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Three Letters of Recommendation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### (Applicant View)

## Option 2: Collect Letters of Recommendation

- When the position posting was created, on the **External Recommendations** tab you are asked to select **Yes** or **No** if this position will accept reference letters.
- If you select **Yes**, uploading reference letters will be required for applicants and applicants will be unable to certify and submit their applications without uploading all required documents.
- This keeps the letters confidential so candidates cannot see the letters when viewing their application

### (Internal User View)

### (Applicant View)

**NOTE:** If **No** was selected, applicants will be able to certify and submit their applications without uploading Reference documents. Once an applicant submits their application and completes the certification process, he/she will not be able to access their application at a later date to add any additional documents.

If an applicant would like to update or replace a document in their application, please have the candidate reach out to Central HR or the Office of Faculty Affairs or email [hrweb@uga.edu](mailto:hrweb@uga.edu).

## Contacting 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.

**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.

Posting: J. Reid Parker Director of Athletics (Faculty)  
Current Status: Posted  
Position Type: Faculty  
Department: ATHLETICS  
Created by: Xavier Morgan  
Owner: EEO

Summary | Applicants | History | Reports | Hiring Proposals

Please review the details of this posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your Watch List. In the popup box that appears. When you are ready to submit your posting, click on the Submit button on the popup box.

To add the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

To ensure that the advertising / job posting process is compliant with Department of Labor Requirements pertaining to the permanent residency sponsorship process for international hires, click [here](#). Specific advertisement guidelines can be found [here](#).

Posting Details

Posting Number: 2016\_00121F

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.

Job application: Allison Schmitt (Faculty)  
Current Status: Interviewed  
Application form: Faculty Executive Application  
Created by: Allison Schmitt  
Owner: Manager/Supervisor

Take Action On Job Application  
View Posting Applied To  
Preview Application

Full name: Allison Schmitt  
Address: 153 Baldwin Street  
Tempe, AZ 85285  
Username: AllisonSchmitt  
Email: allison@schmitt.com  
Phone (Primary): 555-777-8888  
Phone (Secondary):  
Position Type: Faculty  
Department: ATHLETICS

Summary | Recommendations (0 of 3) | Supporting Documents | History | Reports

Reference Requests

Name	Email	Notified?	Responded?	
Michael Phelps	micheal@phelps.com	No	No	Send
Bob Bowman	bob@bowman.com	No	No	Send
Jack Bauerle	jack@bauerle.com	No	No	Send

Recommendations

No recommendations have been submitted for this application.

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

Summary | Recommendations (0 of 3) | Supporting Documents | History | Reports

Reference Requests

Name	Email	Notified?	Responded?	
Michael Phelps	micheal@phelps.com	04/28/2016 11:32 AM	No	Resend
Bob Bowman	bob@bowman.com	No	No	Send
Jack Bauerle	jack@bauerle.com	No	No	Send

Recommendations

No recommendations have been submitted for this application.

You also now have the ability to **Resend** a request if 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.

The provided link 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 will be notified when recommendations have been finalized and submitted; however, they will not have the ability to view the confidential information included.*

**NOTE:** Instructions on where to send recommendation letters should be provided in the *Instructions to Reference* box when creating the position posting.

## Recommendation 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 previously stated.

Reference Requests			
Name	Email	Notified?	Responded?
Harry Potter	hey@gmail.com	11/03/2017 10:58 AM	11/03/2017 11:02 AM
Oscar De la Renta	shykoona@uga.edu	No	No
Mary Poppins	Poppins@uga.edu	No	No

  

Recommendations		
Reference	Finalized?	(Actions)
Harry Potter, 11/03/2017 11:28 AM	Yes	Actions

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

Since recommendations become a part of individual applications, 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.

This recommendation has been submitted.

### Recommendation Form

**Applicant Information**

First Name	Beth
Last Name	Dan

**Reference Information**

Name	Harry Potter
Email	hey@gmail.com
Phone Number	
Employer	
Job Title	

**Recommendation**

How Do You Know This Candidate?	work
How Long Have You Known This Candidate?	5
Additional Comments	scfghdhdxc

**Attached Documents**

Attached Reference Letter:	Reference Letter 11-03-17 11:02:48
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## Option 3: Collect Letters of Recommendation Outside of the UGAJobs System and Upload to a Candidate's Application

Letters submitted outside of the UGAJobs system can be uploaded as a part of the application materials for a specific candidate.

## 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 for you to provide detailed instructions to your 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. This is also a way for you to allow candidates to upload Letters of recommendations themselves, if applicable.
  - If you elect to use this option, in the **Applicant Documents** section when creating a posting select **Other Document #1 or #2** and instruct applicants to upload Reference letters this way. The *Special Instructions to Applicants* field can be found in the *Posting Details* section when you create your posting.

<b>Special Instructions to Applicants</b>	<p><b>What are some examples to include in this section?</b></p> <ul style="list-style-type: none"><li>• Search time frames</li><li>• Deadlines</li><li>• Instructions on required or optional Application Documents</li><li>• Reference Process</li></ul>
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