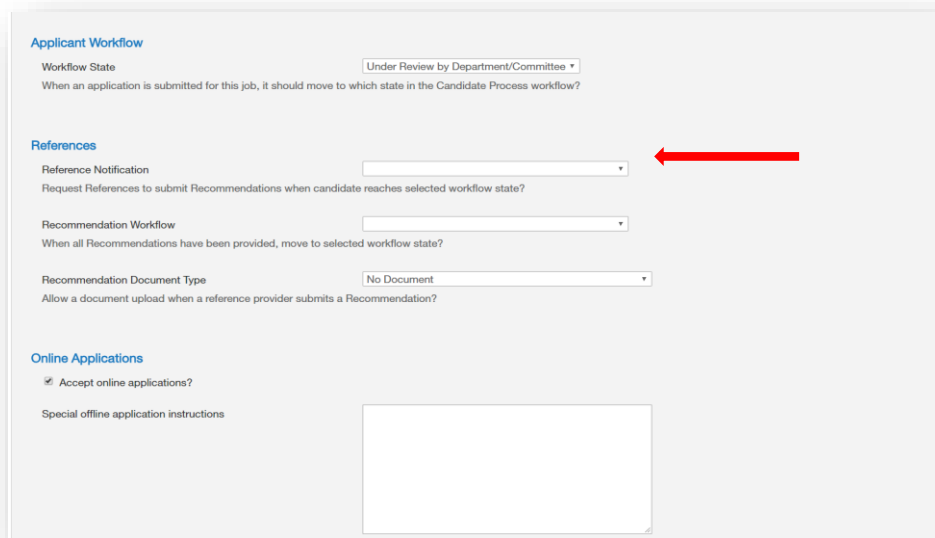


# Automated Reference Letter Collection Process

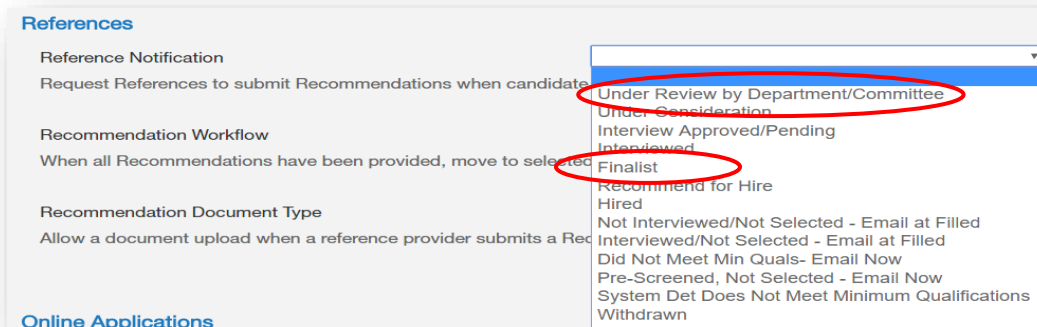
You can now initiate an automated reference collection process through the PeopleAdmin system when creating a posting. This process will allow reference letter providers to submit confidential letters of recommendation directly to the PeopleAdmin (PA) system via email.

1. On the settings page of the posting, click the drop-down box in the reference notification section.
  - 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.



The screenshot shows the 'Applicant Workflow' and 'References' sections of a PeopleAdmin settings page. In the 'References' section, the 'Reference Notification' dropdown menu is highlighted with a red arrow. The dropdown menu is currently set to 'Under Review by Department/Committee'.

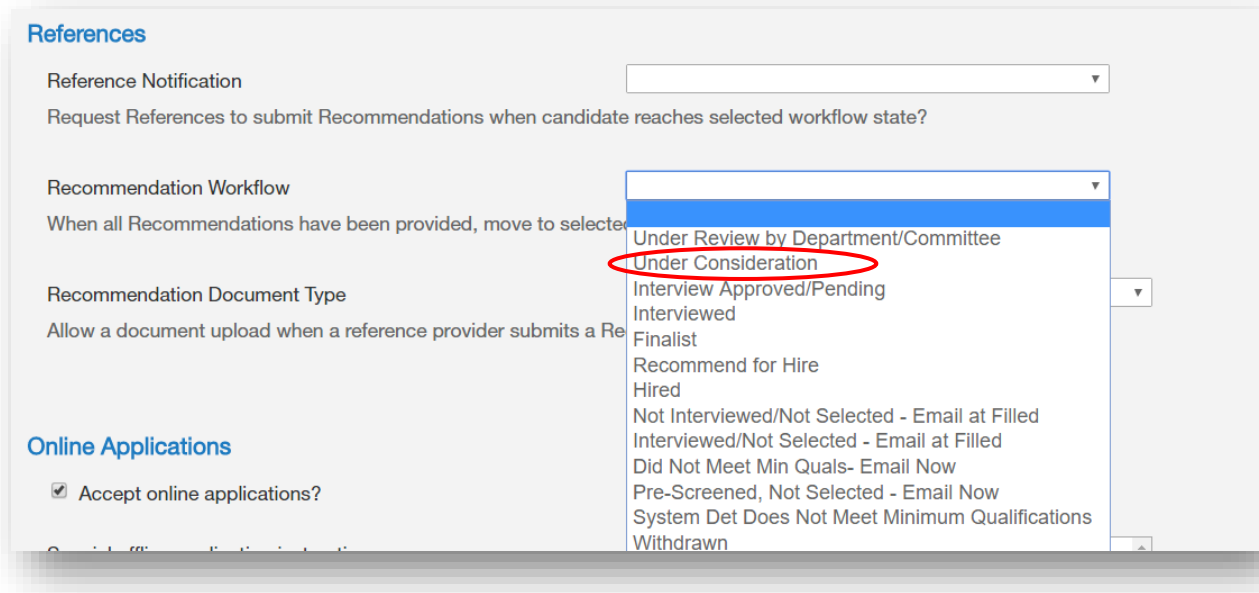
2. Select the workflow state in which you would like the reference/ recommendation letter provider to be notified to submit the letter of reference/ recommendation.
  - Note: If a department wants a recommendation letter from *all candidates* to assist in the selection process of who to interview, then 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.



The screenshot shows the 'References' section of the PeopleAdmin settings page. The 'Reference Notification' dropdown menu is open, and the options 'Under Review by Department/Committee' and 'Finalist' are circled in red. The dropdown menu also includes other options like 'Under Consideration', 'Interview Approved/Pending Interviewed', 'Recommend for Hire', 'Hired', 'Not Interviewed/Not Selected - Email at Filled', 'Interviewed/Not Selected - Email at Filled', 'Did Not Meet Min Qualls- Email Now', 'Pre-Screened, Not Selected - Email Now', 'System Det Does Not Meet Minimum Qualifications', and 'Withdrawn'.

## Automated Reference Letter Collection Process

- 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.



**References**

Reference Notification

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

Recommendation Workflow

When all Recommendations have been provided, move to selected

- 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

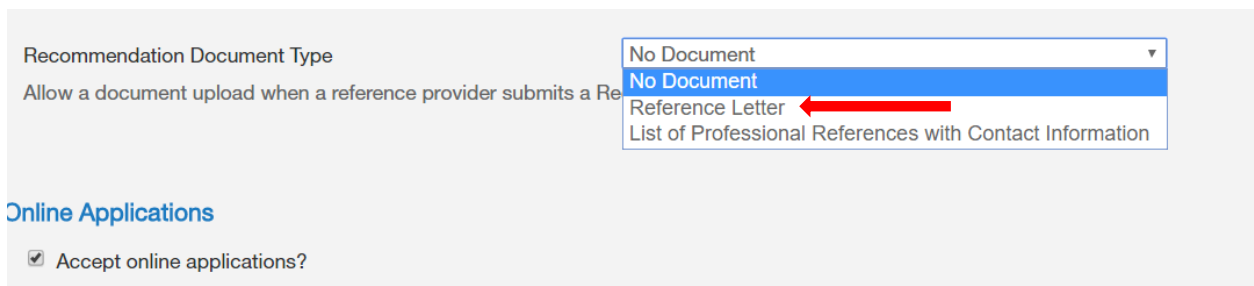
Recommendation Document Type

Allow a document upload when a reference provider submits a Re

**Online Applications**

Accept online applications?

- Once all workflow states have been selected, you must 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 shown on the next page in step number 6.



Recommendation Document Type

Allow a document upload when a reference provider submits a Re

- No Document
- Reference Letter**
- List of Professional References with Contact Information

**Online Applications**

Accept online applications?

- Click update settings to save information.

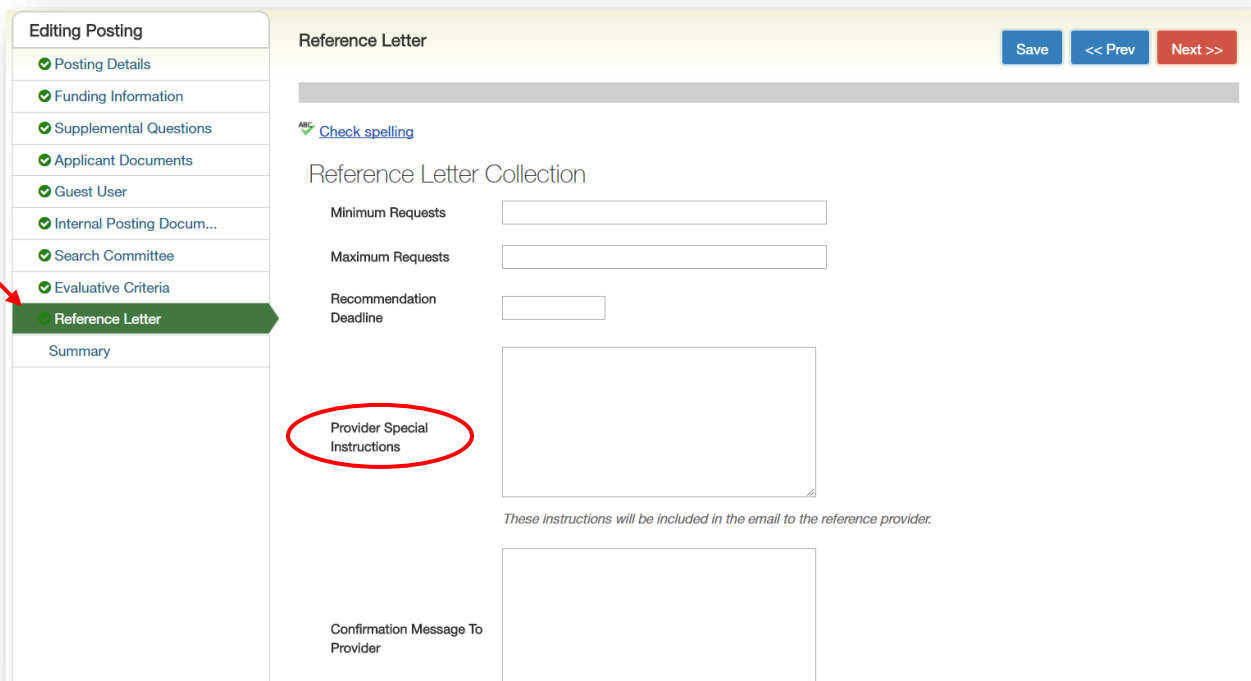


## PeopleAdmin Quick Reference Guide

# Automated Reference Letter Collection Process

6. To add a minimum or maximum to the number of reference letters requested, 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 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** [Save] [ << Prev ] [ Next >> ]

[Check spelling](#)

### Reference Letter Collection

Minimum Requests

Maximum Requests

Recommendation Deadline

**Provider Special Instructions**

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

Confirmation Message To Provider