

## How Do I Use the Reference Collection Feature in Careers at UF?

The Reference Collection feature in Careers at UF allows for the collection of reference letters when needed for job postings. This new feature is available to individuals listed in the **Department Admin** and **Hiring Manager** fields on the requisition. People listed in the Search Committee field will be able to view the submitted letters by using the **Bulk PDF** action. Typically, the reference collection feature is used for faculty and/or director level and above positions.

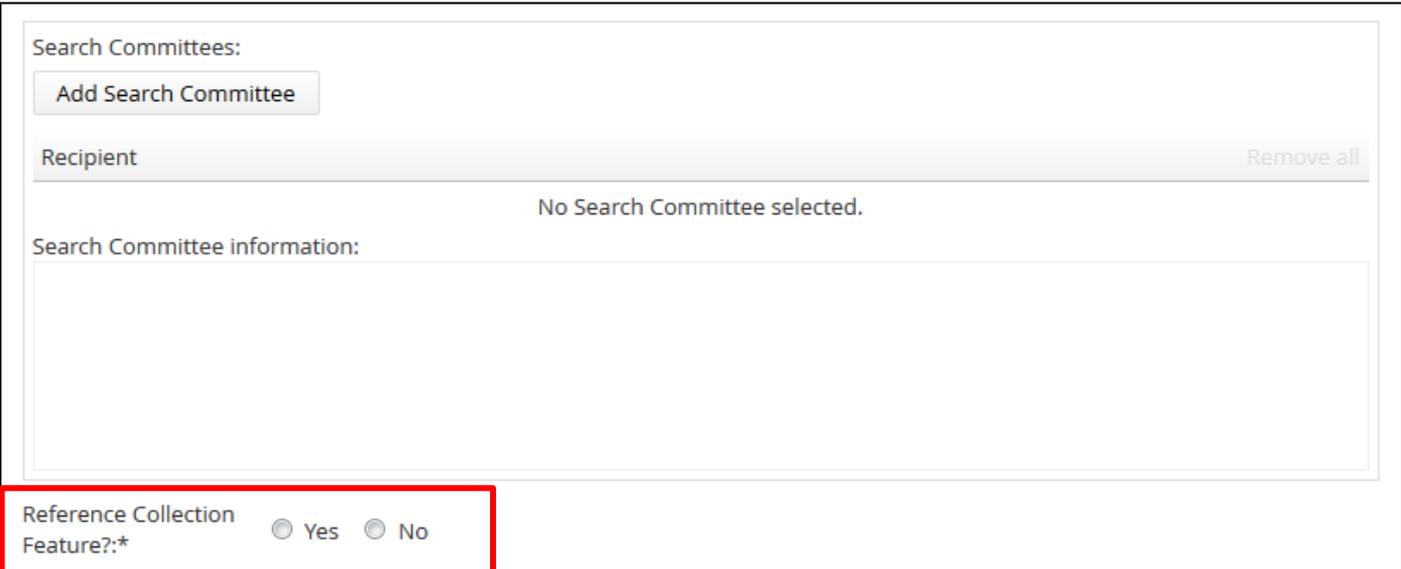
In order to use this feature, you must activate it when the job posting is first created. Then, two additional steps must be completed for the email notifications to be sent out to the applicant and the listed references. In this instruction guide you will learn how to:

1. Activate the Reference Collection feature in the job card
2. Move the applicant to Reference Collection status
3. Use the Bulk Reference Check action to request the letters of references

### Activate the Reference Collection feature

To create a job requisition, login to my.ufl.edu and navigate to NavBar > Main Menu > Human Resources > UF Departmental Administration > Job Requisition.

1. Choose the **New Job** option from the Page Up menu panel
2. Complete the **Select a job template** page
3. Click the **Next** button once the first page is complete
4. Click the **Yes** button to the question "Reference Collection?" in the Position Info tab



The screenshot shows a web form with the following elements:

- Search Committees:** A section with an "Add Search Committee" button and a "Recipient" field with a "Remove all" link.
- Search Committee information:** A large empty text area.
- Reference Collection Feature?:\*** A red-bordered box containing two radio buttons: "Yes" (selected) and "No".

This will activate the Reference Collection feature for this job requisition. You will then need to complete the remainder of the job requisition and submit for approval.



**Note:** If the feature is not turned on at the time of CORE HR approval, it cannot be activated later in the recruitment process.

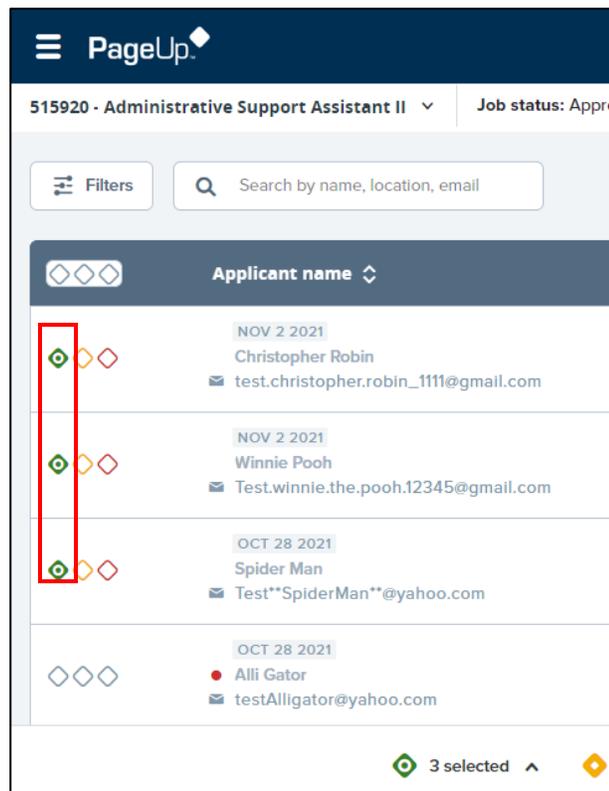
### Move Applicant to Reference Collection status

When you are ready to begin collecting references for an applicant(s), you must move the applicant(s) to the *Reference Collection* status. To do so, login to Careers at UF and select the title of the desired job requisition.

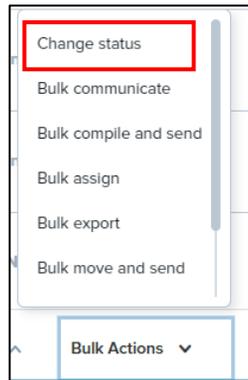
1. Click the **View applications** link in the upper, right corner of screen. This will display the applications currently received for this particular job requisition



2. Locate the applicant(s) for which you wish to request the reference letters
3. Click on the selection box of the applicants you wish to move to Reference Collection status



4. Click on the **Select a bulk action** drop down
5. Select **Change status**



6. Select the **Reference Collection** option

Moving the applicant to the Reference Collection status triggers the email below to the applicant. Let's take a look at the email and the different fields that can be edited prior to sending it to the applicant.

The screenshot shows an email composition window. At the top, there is a green bar with 'E-mail: Applicant:  Yes  No'. Below this, the 'From:' field contains 'cmmendoza@ufl.edu' and the 'Subject:' field contains 'Letters of reference requested-{JOBTITLE} -'. The 'Message:' body contains a letter template with merge fields like '{FIRSTNAME}'. At the bottom, there are buttons for 'Move now', 'Cancel', and 'Spell check'. Three callout boxes provide additional information: one points to the 'From:' field, another to the merge fields, and a third to the main body of the message.

**E-mail: Applicant:**  Yes  No

**From:\*** cmmendoza@ufl.edu

**Subject:\*** Letters of reference requested-{JOBTITLE} -

**Message:**

Format selection **B** **I** [List icons]

Dear {FIRSTNAME},

We are pleased to inform you that we will be moving forward with the next stage of the recruitment process for the position of test\_job\_289549 - Job Number: test\_job\_289549 with University of Florida.

As part of this process, we will be requesting three letters of recommendation on your behalf. The letters will be requested based on the information you provided on your application. Each reference will receive an email with a link to attach his/her letter of recommendation. Once submitted, the letter will be added directly to your existing application packet.

We require a minimum of three letters of recommendation, and the deadline for your references to respond is stated in the emails to your reference providers.

**Please remember to inform your references that they will be receiving an email at this point. You may forward this email which contains additional information about the position for which you have applied.**

Kind regards,

**Recruitment and Staffing**  
University of Florida

Job Number: test\_job\_289549  
Department: 62000000 - HUMAN RESOURCES

**Move now** Cancel Spell check

**Callouts:**

- The "From" field defaults to the User. This email address can be changed to a different UF email address.
- Merge fields are identified by the { } around the text and are auto-populated by the system. Do NOT edit.
- The body of the message can be modified if necessary.

7. Click the **Move Now** button once you have completed any necessary edits to send the email to the applicant.

### Using the Bulk Reference Check action to request the reference letters

When completing an application, applicants provide a list of references that can be contacted for letters of reference. Once you are logged in to Careers at UF and are viewing the applicant pool of a job requisition, complete the following steps to send out the reference request emails:

1. Click on the selection box next to the applicant(s)
2. Click on the **Select a bulk action** drop down
3. Select the **Bulk Reference check** option
4. Enter the expiration date for the reference request link on the **Invitation expiry date\*** field

**Request reference check**

Please fill in all mandatory fields marked with an asterisk (\*)  
Click Save or Save and Exit when you ready to submit your requisition for approval

Bulk action status: 2 Applicants

You have requested to perform reference checks for 2 applicants.  
Please select the expiry date for the reference check invitation:

Invitation expiry date:\*

5. Edit the email as needed

Typically, two weeks is the ideal timeframe to give references to complete the reference letter request. If necessary, the reference request email can be resent and reset when needed.

Let's take a look at the different fields and features of this email prompt.

