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
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**

![Change status dropdown](Image)

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.

![Email template](Image)

- 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](image)

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.
Click this link to review the references’ contact information. An additional pop-up will display name, email, phone number and the applicant’s name on whose behalf you are requesting the letter.

The default contact information is CORE HR. You can enter your department’s information if preferred.

Enter the Posting Title for the position you are requesting the letter of reference.

Enter User/Departmental signature if preferred.

6. Click the Finish button

You have now completed the process to request reference letters for applicants using the Reference Collection feature.