How Do I View Reference Letters and Edit References in Careers at UF?

The Reference Collection feature in Careers at UF allows for the collection of reference letters when needed for job postings. In this instruction guide you will learn how to:

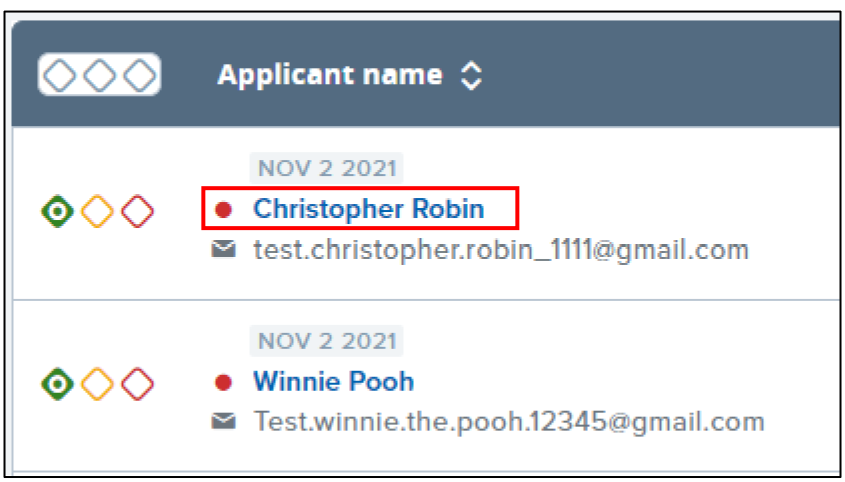
1. View reference letters submitted for an applicant
2. Edit the reference list or a reference's contact information

View reference letters submitted for an applicant

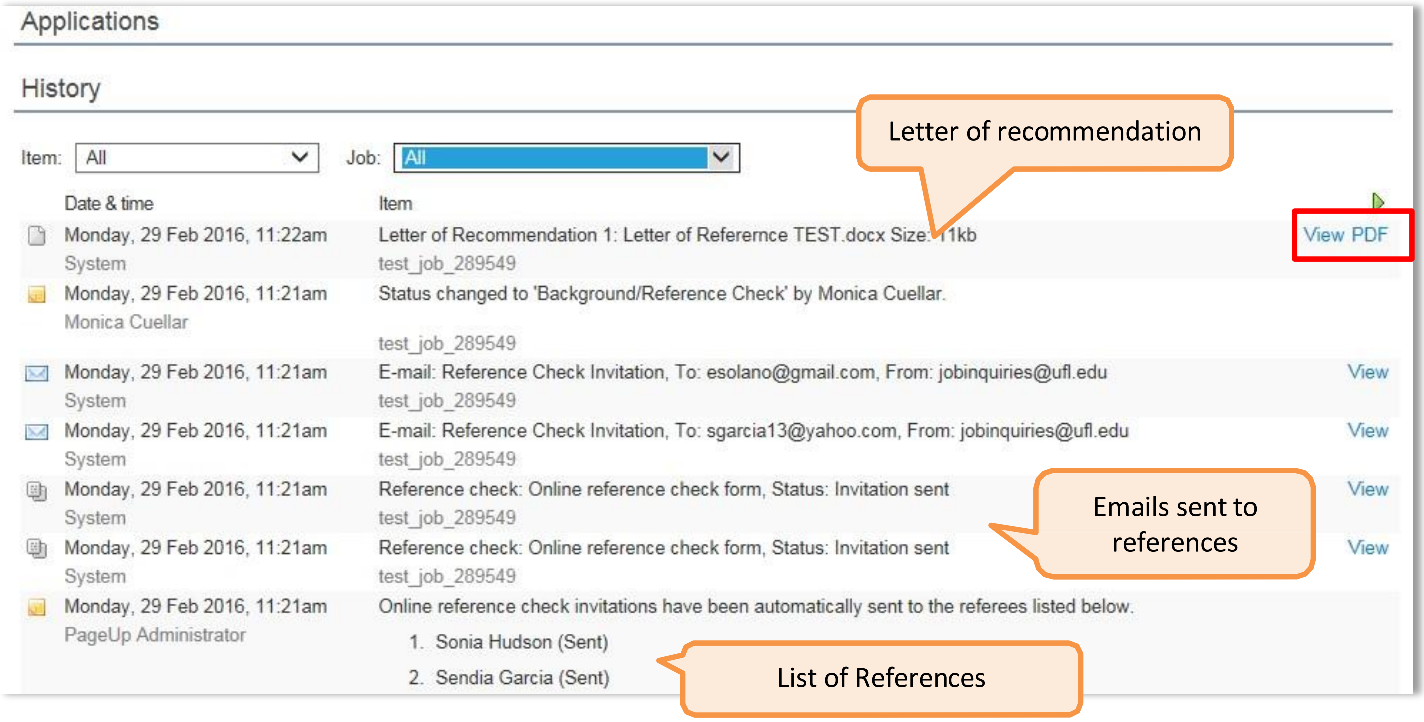
When you are ready to begin reviewing the submitted reference letters for an applicant(s), you need to access their applicant card in the system. To do so, login to Careers at UF and select the title of the desired job requisition.

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 you wish to review the reference letters for and click the applicant's name. This will bring up their applicant card.



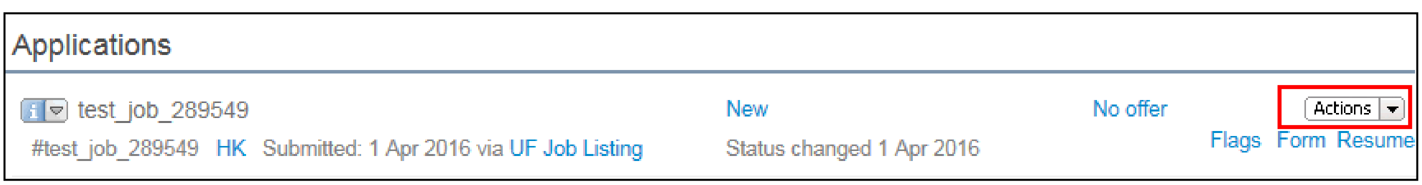
3. Review the **History** section in the applicant card. In this section you can see the letters received as well as the names of the references and the emails sent out requesting the letters



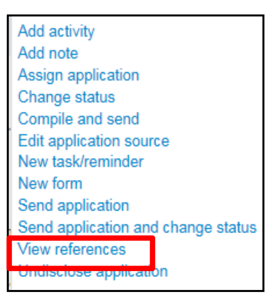
4. Click on the **View PDF** link to see a PDF version of the letter of recommendation submitted for the applicant.

Edit the reference list or a reference's contact information

If the contact information of an applicant's reference needs to be edited, this can be done through the Applications section of the Applicant Card.

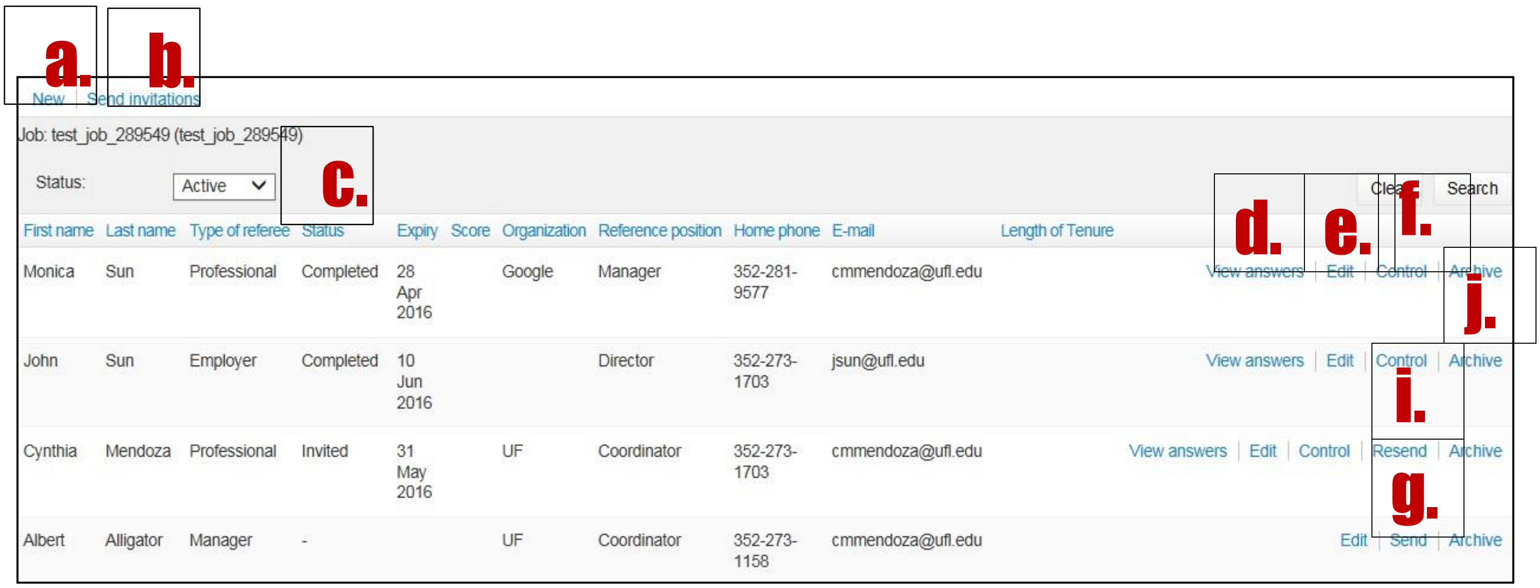


1. Click the **Actions** drop down
2. Select the **View references** option



Reference List

There are two types of edits that can be made to the reference list. You can add a new reference and/or edit the contact information of a reference. As a best practice, this option should only be used when editing the reference list.



a. **New** – is used to create a new reference entry. Creation of a new reference can be done at any time during the recruitment process. This is useful if an applicant request to update his/her reference list.

b. **Send invitations** – is used to send reference request emails to all the references listed as a bulk action. You can set the amount of days the reference link will be active and the email address that will be displayed in the From field. Merge fields are identified by the **{ }** around the text and are auto-populated by the system. Do **NOT** edit. Typically, the reference requests are automatically sent out when you use the **Bulk Reference Check** action.

c. **Status** – displays completed, invited or blank during the reference collection process. A blank status means that the reference request email has not been sent out.

d. **View answers** – displays the information submitted by the person providing the letter of reference, which includes the contact information, relationship to the applicant, number of years working with the applicant, and the reference letter.

e. **Edit** - is used to edit the reference contact information such as the name, type of reference, reference position, home phone, cell phone, and email. Edits to the contact information can be done at any time during the recruitment process.

f. **Control** – is used to to view the online reference check form. This is useful if a letter is sent directly to the department and needs to be uploaded to the applicant's packet.

g. **Send** – is used to send a reference request to an individual reference. You can set the amount of days the reference link will be active and the email address that will be displayed in the From field.

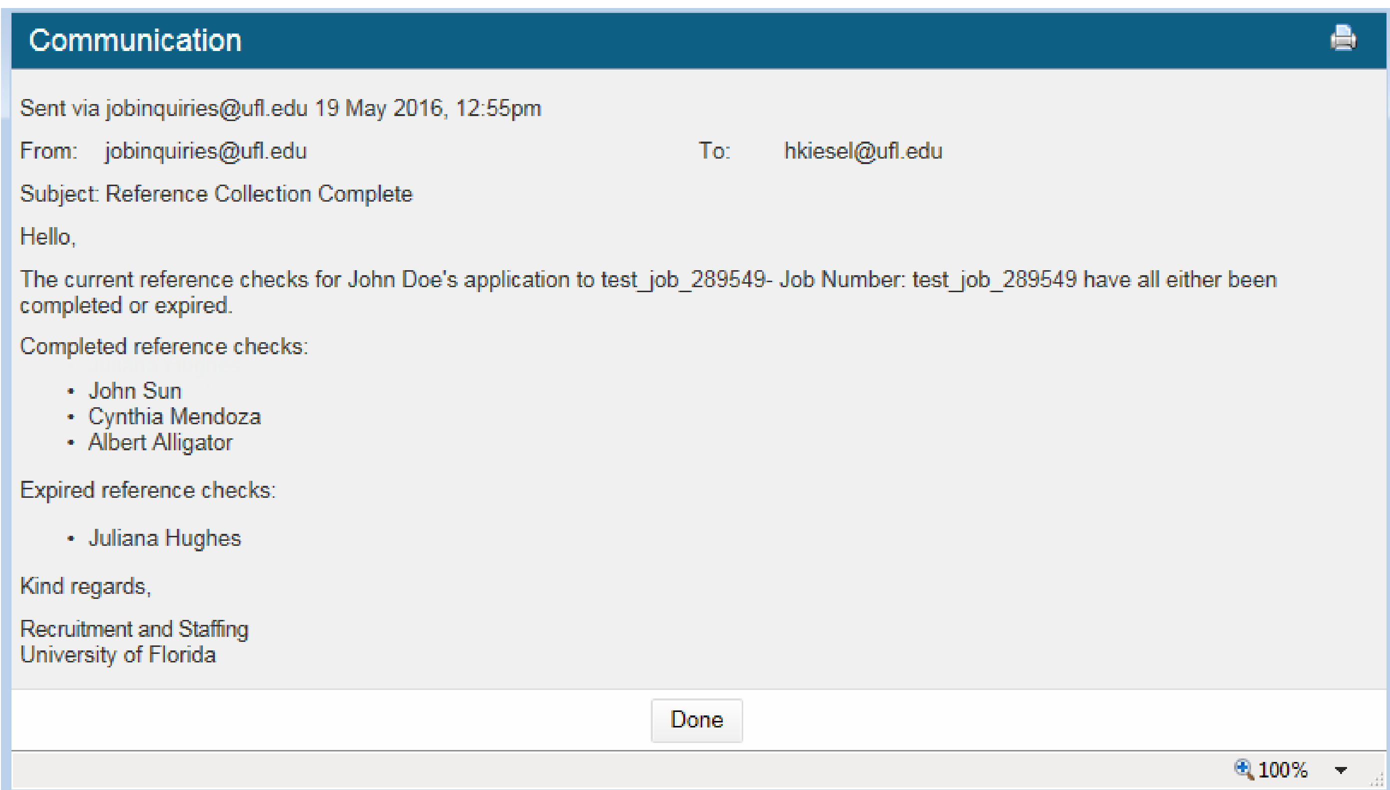
Merge fields are identified by the **{ }** around the text and are auto-populated by the system. Do **NOT** edit. Typically, the reference requests are automatically sent out when you use the **Bulk Reference Check** action.

h. **Resend** – is used when the reference email has to be resent to an individual reference. This is useful after updating the contact information for an individual reference or when the link has expired and the reference would like to resubmit a letter.

i. **Archive –** is used to inactivate a reference. If a reference is no longer going to be used, archiving moves that individual reference to an archive status. To view an archived reference, select the **Archive** option from the **Status** dropdown and click the **Search** button to view the archive list.

Notification

The department admin will receive a notification email once all listed references have completed the reference letter request or the link in the reference request email expires, whichever comes first. The email will show completed and expired references.



Communication

Sent via jobinquiries@ufl.edu 19 May 2016, 12:55pm

From: jobinquiries@ufl.edu To: hkiesel@ufl.edu

Subject: Reference Collection Complete

Hello,

The current reference checks for John Doe's application to test_job_289549- Job Number: test_job_289549 have all either been completed or expired.

Completed reference checks:

- John Sun
- Cynthia Mendoza
- Albert Alligator

Expired reference checks:

- Juliana Hughes

Kind regards,

Recruitment and Staffing
University of Florida

Done

100%

You have now reviewed the references submitted for a candidate.