Systematically collect letters of recommendation

PeopleAdmin
New Posting: References

Position Types
- Permanent Faculty
- Postdoctoral Scholars

Step 1 | References

References

- Reference Notification
- Recommendation Workflow
- Recommendation Document Type

Your choice: When are references contacted to solicit letters of recommendation?

- Always blank

Step 2 | Accepted Application Forms

Accepted Application Forms

- Always only Application (With Reference Letter)

Faculty Application (With Reference Letter)
Faculty Application (No Reference Letter)
Step 3 | Special Applicant Instructions

- Include the minimum and maximum number of references. If you don’t put it here, applicants will not know what’s required!

Step 4 | Reference Requests

- Require applicants to submit references for this position: Always YES
- Minimum number of references: Your choice (never blank)
- Maximum number of references: Always BLANK
- Last day for recommendation: Your choice: Email text for References

Related Links

- Microlearning Training Video - PeopleAdmin References Functionality
- Faculty Recruitment and Employment Policies and Procedures
- Faculty Appointments: Standard Order Tables