ConnectCAROLINA

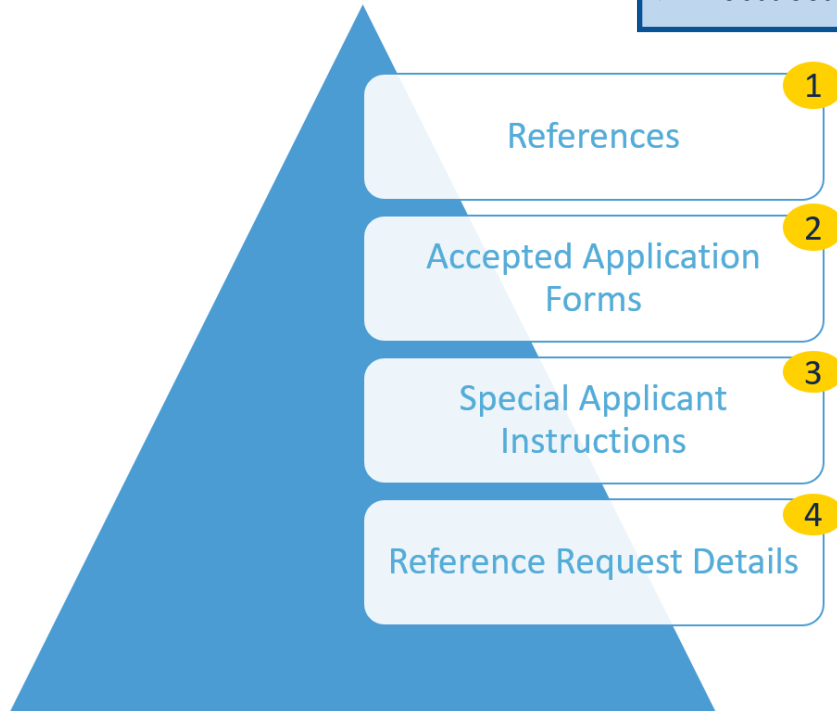**Systematically collect letters of recommendation**

Position Types
- Permanent Faculty
- Postdoctoral Scholars

1. References
2. Accepted Application Forms
3. Special Applicant Instructions
4. Reference Request Details

Step 1 | References

References

a. Reference Notification

b. Recommendation Workflow

c. Recommendation Document Type

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

Selected for Interview (Dept HR Rep)

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

b Always blank

When all Recommendations have been provided, move to selected workflow state?

Letter of Recommendation

c Always Letter of Recommendation

Allow a document upload when a reference provider submits a Recommendation?

Step 2 | Accepted Application Forms

d **Accepted Application Forms**

d Always only Application (With Reference Letter)
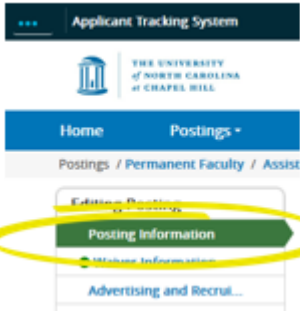
☑ Faculty Application (With Reference Letter)

☐ Faculty Application (No Reference Letter)

Position Types

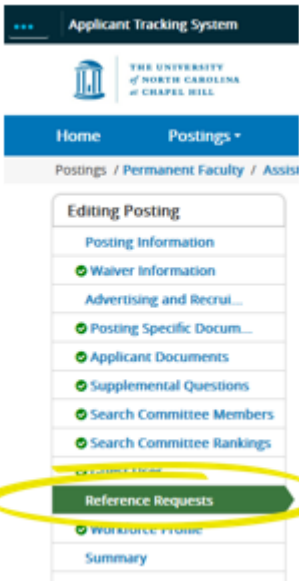♦ Permanent Faculty
♦ Postdoctoral Scholars

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!

e Special Applicant Instructions — **e** Include minimum and maximum number of references required

Step 4 | Reference Requests

Reference Requests ✏️

Reference Request Details

f Require applicants to submit references for this position?	Yes	**f** Always YES
g Minimum number of references	2	**g** Your choice *(never blank)*
Maximum number of references	4	
h Last day for recommendation		**h** Always BLANK
i Special Instructions to Reference Provider	Please upload a signed letter of recommendation on institutional letterhead.	**i** 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