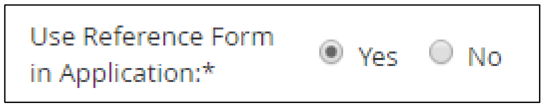
# Requesting Letters of Reference/Recommendation

TREMS

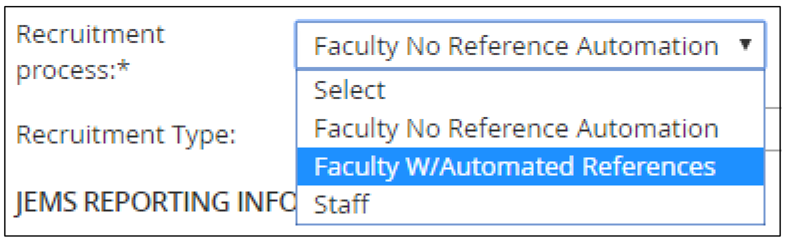
An option for faculty recruitments is to automatically have an email request for a Letter of Reference/Recommendation sent to each reference listed for every application upon submission.

**Steps for an AUTOMATED request for a letter of reference/recommendation:**

- **WHAT YOU DO**
  - When you set up the job posting you will choose **Yes** for **Use Reference Form in Application*.**




  - Also on the job posting you will choose the **Recruitment Process** -- **Faculty W/Automated References**.




- **WHAT THIS MEANS TO THE APPLICANT**
  - When a job seeker fills out the application, they will be required to enter the names, type and email addresses for three references.
  - When the job seeker completes the application and **Submits** the application, an email is generated to each reference that gives instructions on how to upload a letter of reference/recommendation.
  - The applicant does not see the request and you will not need to take any action to ensure the request gets sent.

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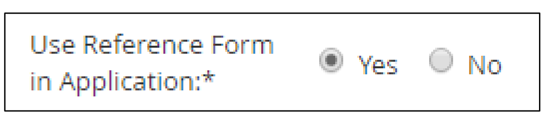
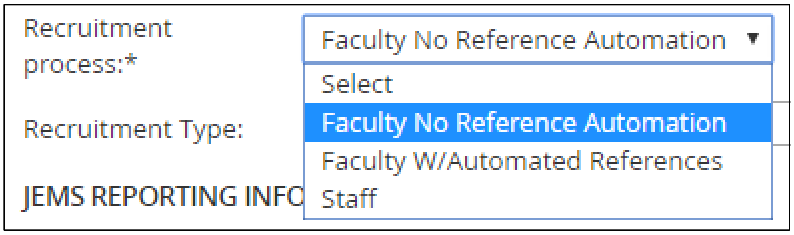
If you **do not automate** the process (you select Faculty No Reference Automation or Staff), you can still request a letter of reference/recommendation.

**Steps for a MANUAL request for letters of reference/recommendation:**

- **WHAT YOU DO**
  - When you set up the job posting you will choose **Yes** for **Use Reference Form in Application*.**

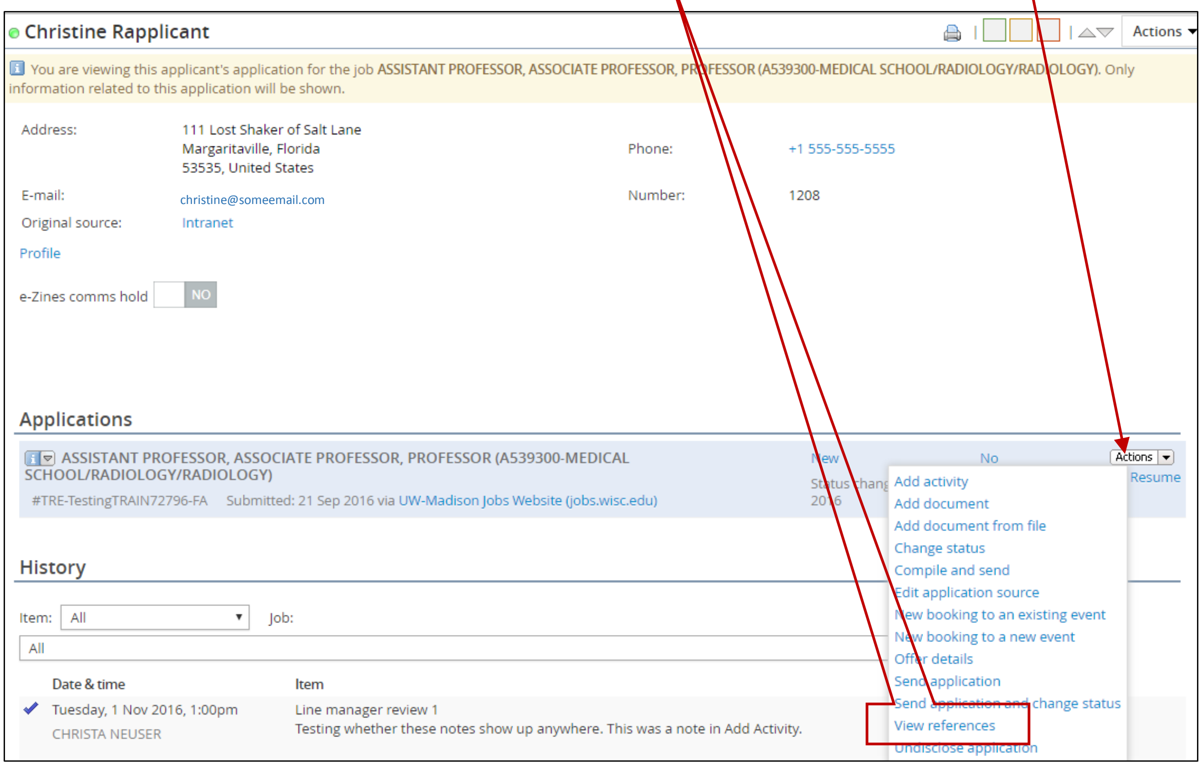


- Also on the job posting you will choose the **Recruitment Process** of either **Faculty No Reference Automation** or **Staff.** (Letters of Reference/Recommendation are requested most often with a faculty recruitment, but may be used on a staff recruitment.)

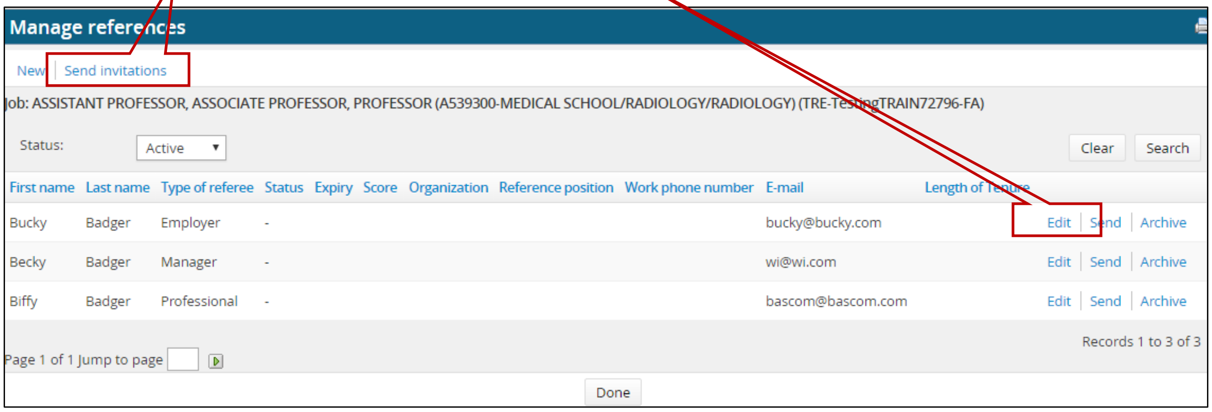



- Once you have decided which applicants for whom you would like to request letters of reference, you can manually push out the email request for a single applicant or in bulk fashion for multiple applicants.

- **Individual:** On the applicant card, choose **View References** from the small actions menu.

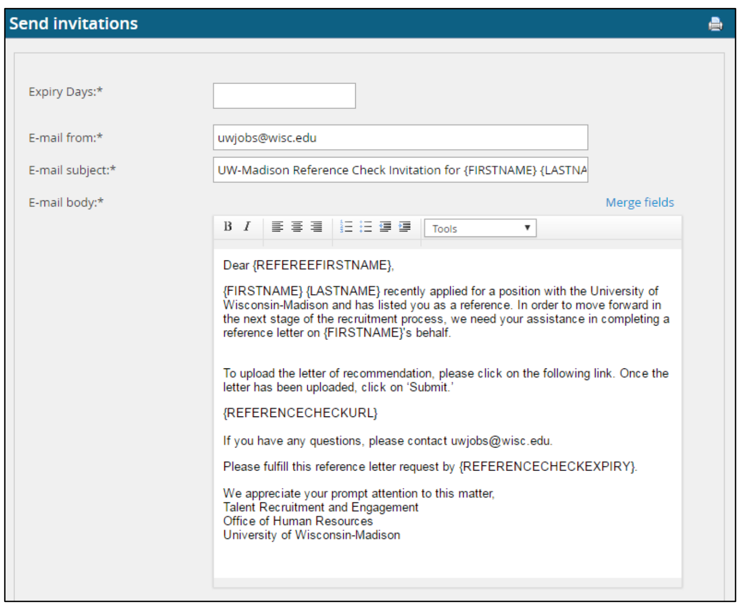


- Choose **Send invitations.** **Note: You can also edit the reference information from this screen.

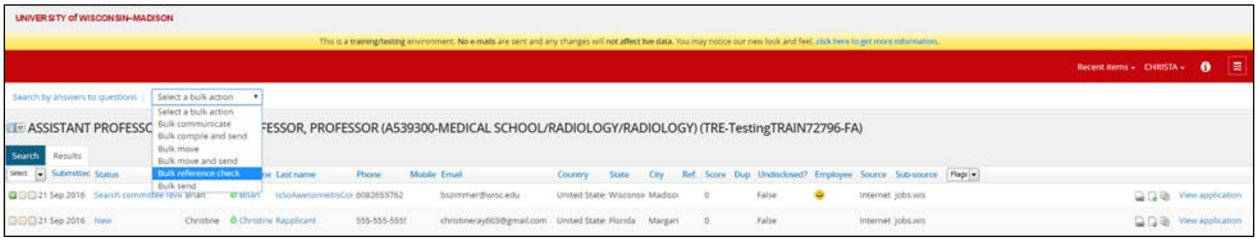



- Set the **Expiry Days** (number of days until due) and customize the email if needed. **Do not change any of the information in { brackets }. Bracketed information is for merge fields and these will fill in as needed.

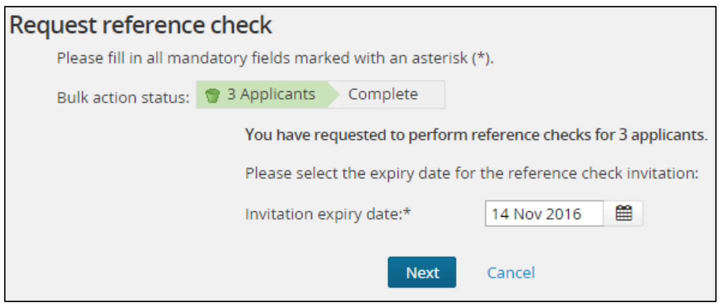
- Changing the "From" address to your own will ensure the recipient can reply to you if there are questions or concerns.



- **Bulk:**
  When viewing the entire list of applicants, select everyone for whom you want to collect letters of reference. **Select the Bulk Action – Bulk Reference Check**

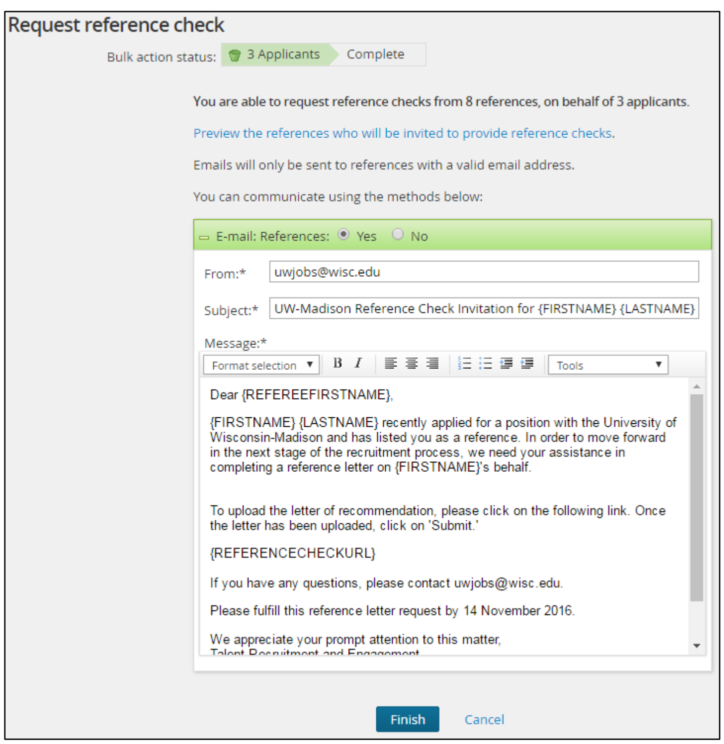



- Set the deadline for when the letters are due (**Invitation expiry date**)

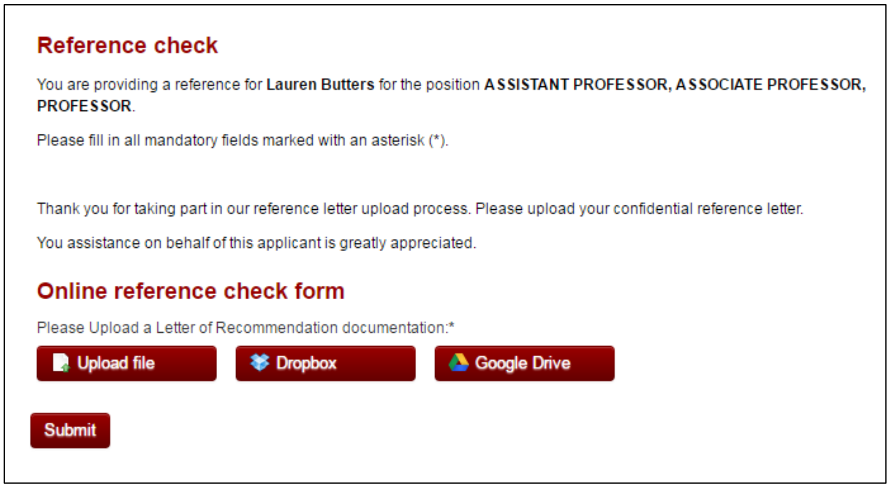



- Customize the email message as needed and finish. **Do not change any of the information in { brackets }. Bracketed information is for merge fields and these will fill in as needed.

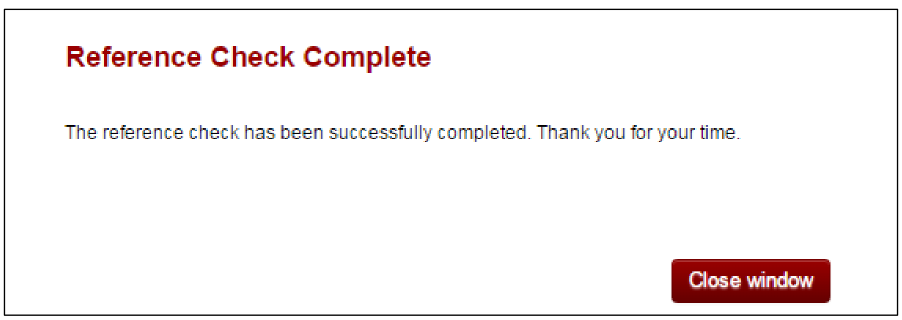
- Changing the "From" address to your own will ensure the recipient can reply to you if there are questions or concerns.



- **WHAT EITHER PROCESS (Auto or Manual) MEANS FOR THE REFERENCE**
  - When a reference receives the email, the individual will click the URL listed in the message.
  - At the URL, the reference will upload the letter.




  - Upon Submit, the reference will see this confirmation screen.



- **HOW YOU WORK WITH REFERENCES AND THE LETTERS**
  - When the due date for the letters passes, you will receive an email summary of which letters were completed and which requests expired.

The reference checks have all either been completed or expired for:

Applicant: KateSpade
Job: PROFESSOR OF ASIAN STUDIES (A482100-COL OF LETTERS & SCIENCE/E ASIAN LANG&LIT/E ASIA LL)
JEMS Transaction ID: SusanTRAIN72765-FA

Completed reference checks:

Expired reference checks:

- Sarah Jessica Parker
- Emily Blunt
- Joe Smith

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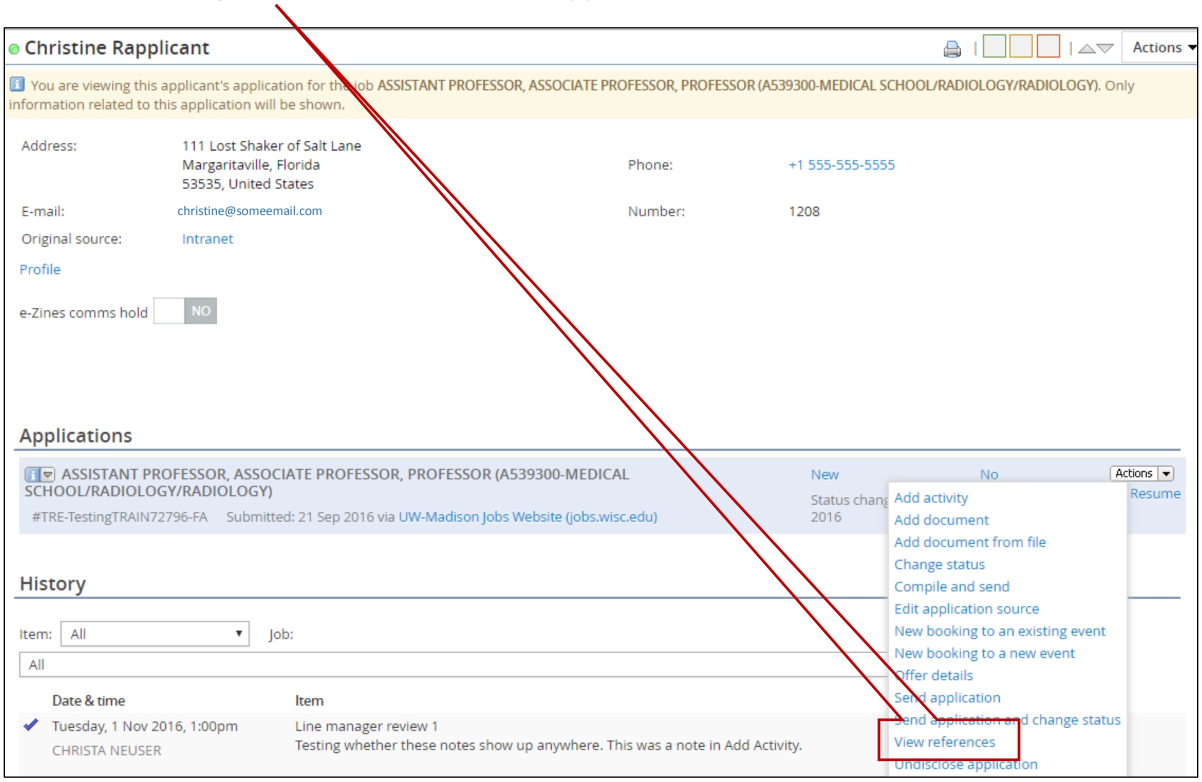
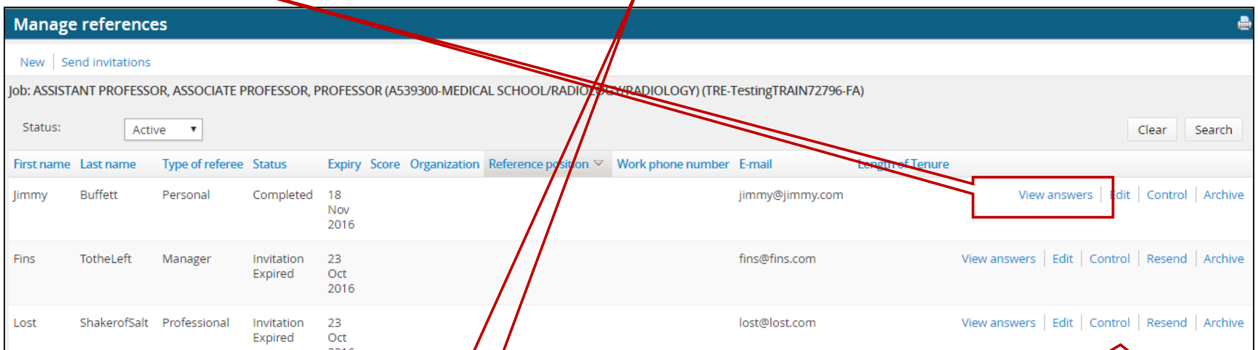
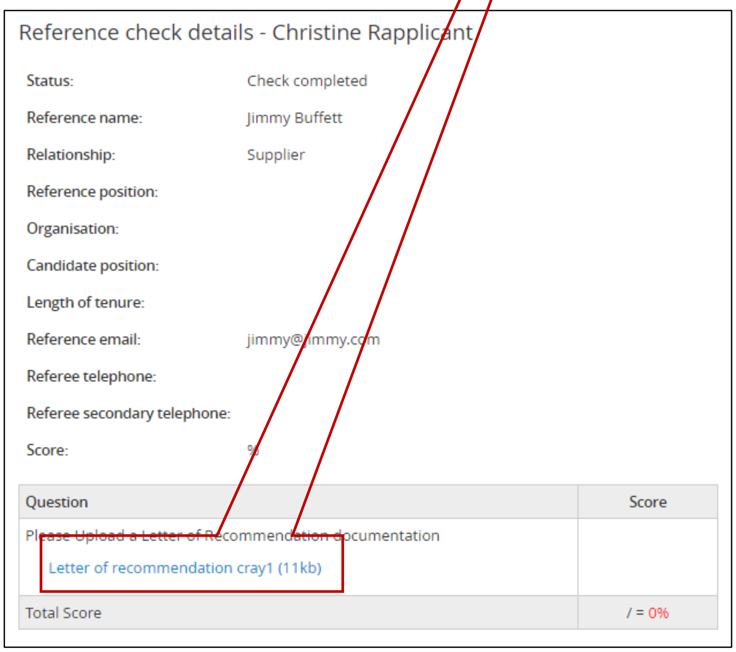
This is an automatic message from the Talent Recruitment and Engagement Management System - TREMS.

  - Anytime after the invitation has sent (either by the automated process, or a manual send), you can view the answer, resend the invitation, or control the reference and upload on their behalf, all from choosing **View References** from the applicant card.



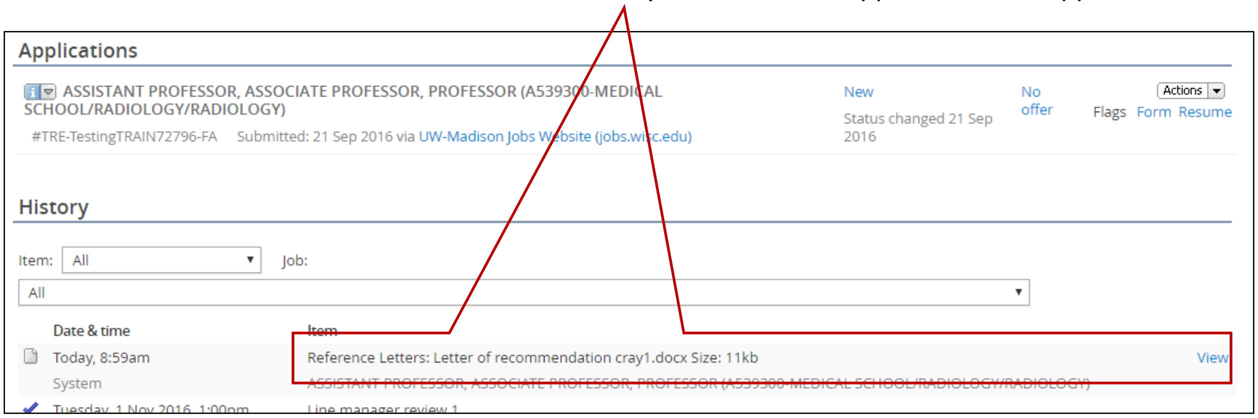
- In the example below, only one of the three references has submitted a letter. Clicking **View answers** will open a window that has a link to the document.




- Use the **Resend** link if you need to send a new invitation and/or extend the due date.
- Use the **Control** link if you need to submit the letter on behalf of someone.
- Use the **Edit** button to change the contact information.

- All documents will also show in the History section for the applicant on the applicant card.



- You can add references beyond the original three, by using the **Add** command available in the **Manage references** screen. (Accessed by choosing **View references** from the small action menu on the applicant card.)