reference training guide
people admin
The New **Reference Letter feature** will allow you to solicit and receive recommendation letters through the online hiring system.

When creating a requisition you will activate the “Reference Letters” tab. This feature **MUST** be activated at the time the requisition is created.

If this posting is NOT a Faculty posting, please cancel this posting and use the Begin New Action link instead and begin the appropriate action.

To create a requisition, first complete the information on this screen, then click **Continue to Next Page>>**. Proceed through all sections completing all necessary information. To submit the requisition to human resources, you must click on the **Continue to Next Page>>** button from the last section. Once a summary page appears, select the **Submit** button and click **Continue**. Your requisition will not be saved or sent to the next status until you see the confirmation page and click the **Confirm** button.

*Required information is denoted with an asterisk.*
To activate the *Reference Letter* tab, click the tab and complete the following information. Only first two questions are required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will this position accept reference letter</td>
<td>No letters requested</td>
</tr>
<tr>
<td>Number of reference letters required?</td>
<td>No letters required</td>
</tr>
<tr>
<td>Instructions to Applicant:</td>
<td></td>
</tr>
<tr>
<td>Instructions to Reference:</td>
<td></td>
</tr>
<tr>
<td>Completed/End Instructions to Reference:</td>
<td></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.*
* Once activated applicants will be required to input the required number of references names & email addresses when completing the application process.
To request a letter of reference: the Department Head will change the status of each applicant that you are wanting letters on to “Request Reference Letters”. This will automatically send an email to the references listed.

*please note: emails are not sent immediately (it takes 1-2 hrs. for the system to generate the email to the reference.)

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### Active Applicants

1 Record

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>References Received</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment, Faculty</td>
<td>0</td>
<td></td>
<td>01-08-2014 History/ Notes</td>
<td>Request Reference Letters</td>
<td>In Progress</td>
<td>5 of 7 Manage References</td>
<td></td>
</tr>
</tbody>
</table>

[View Application](#)
Hello Sharon Boyce,

Faculty Recruitment is applying for a position at Middle Tennessee State University and has listed you as an intended provider of a reference letter relevant to their candidacy for the position of FOR TESTING PURPOSES ONLY (DO NOT APPLY).

In order for the hiring department to properly evaluate Faculty, we respectfully request that you visit the link below to submit a Letter of Reference at your earliest convenience.

Using this secure referral portal will ensure that the hiring department receives the reference letter as quickly as possible, as well as allowing Faculty to automatically track the status of which references have been received so that they can be assured that their application materials are complete.

Any document you submit will remain completely confidential.

If you have any questions about this process, please contact the Academic Affairs at 615-898-5128.

***Referral Link***
<https://mtsujobs.mtsu.edu/userfiles/Central?referenceld=643752_15_4165037225605709>
Welcome to Middle Tennessee State University Online Referral Portal

Thank you for using our online Referral Portal to submit a Letter of Reference for this candidate! Use of this portal will facilitate the immediate receipt of your Letter of Reference by the hiring department, and allow candidates to see when the reference document has been received.

Your Letter of Reference will be kept strictly confidential.

Please make sure to review the instructions below to upload your Letter of Reference. If you have any questions or comments on this process, please call 615-898-5128.

To attach a Letter of Reference, please click the link called ATTACH below.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the View link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the Remove link to remove the document, and then adjust your document as needed by following the tips above and reattaching it.

1 Record

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Posting Title</th>
<th>Posting Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment, Faculty</td>
<td>FOR TESTING PURPOSES ONLY (DO NOT APPLY)</td>
<td>mtsujobs.mtsu.edu/applicants/Central?quickFind=55126</td>
</tr>
</tbody>
</table>
*Manage References:* This will allow you to view letters of recommendations and add/remove references.

### Active Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
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<th>Status</th>
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<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment, Faculty</td>
<td></td>
<td>0</td>
<td>01-08-2014</td>
<td>Request Reference Letters</td>
<td>In Progress</td>
<td>5 of 7</td>
<td></td>
</tr>
</tbody>
</table>

*Manage References*
**Manage References -**
FOR TESTING PURPOSES ONLY (DO NOT APPLY)

Please list the three references that will provide recommendation letters.

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

### Existing Entries

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Portal Link</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Cole</td>
<td><a href="mailto:becky.cole@mtsu.edu">becky.cole@mtsu.edu</a></td>
<td><a href="https://mtsujobs.mtsu.edu/userfiles/Central?referenceId=643752_12_4164667993665123">https://mtsujobs.mtsu.edu/userfiles/Central?referenceId=643752_12_4164667993665123</a></td>
<td>Attach</td>
</tr>
<tr>
<td>Scott Carnicom</td>
<td><a href="mailto:scott.carnicom@mtsu.edu">scott.carnicom@mtsu.edu</a></td>
<td><a href="https://mtsujobs.mtsu.edu/userfiles/Central?referenceId=643752_14_4164739059841821">https://mtsujobs.mtsu.edu/userfiles/Central?referenceId=643752_14_4164739059841821</a></td>
<td>Remove</td>
</tr>
<tr>
<td>Sharon Boyce</td>
<td><a href="mailto:sharon.boyce@mtsu.edu">sharon.boyce@mtsu.edu</a></td>
<td><a href="https://mtsujobs.mtsu.edu/userfiles/Central?referenceId=643752_15_4169268059378858">https://mtsujobs.mtsu.edu/userfiles/Central?referenceId=643752_15_4169268059378858</a></td>
<td>Remove</td>
</tr>
</tbody>
</table>

* above still awaiting recommendation letter  
*bellow letters received- click “view” to retrieve letter

*** To manually add another reference ....click here

**ADD NEW ENTRY**

**SUBMIT LIST OF REFERENCES >>**
To manually add another reference:
Click “add new entry”, type in reference information, click “add entry” then “submit list of references” - If the applicant status is currently at “Request Reference Letters” an email will automatically be sent, if not please change applicant status to “Request Reference Letters” to activate an email.

*An email will only be sent **ONCE** to each reference, so adding a new reference will **not** resend an email out to previously sent references.*
At this time applicants are not able to see when the recommendation letters are requested and/or received.

If a reference says they have not received the automated email, you may either: 1. Copy and paste the unique link in an email and send directly to the reference or 2. Under manage references: delete the reference and re-add him/her to generate another email.

Committee members will only have access to view the letters of recommendations.

This feature is at the level of the Department Head and Dean.

When sending in hiring paperwork, please print the letters and send in hiring packet.

You may request letters of references at anytime, but remember you must treat each applicant the same at that point in the recruitment process. *We recommend that you request for letters of recommendations when you are ready to invite applicants on campus for an interview*