

# Electronic References Guide

For Staff and Faculty Postings

January 2013

***\*New Feature\****

Use of electronic references is an optional feature for use in staff and faculty postings. Reference providers electronically complete a form that becomes part of the applicant's file for a specific posting.

## Summary of Features

- PA 7 applications request applicants to include professional references on their application. If current and previous supervisors are not included in the electronic references, the Hiring Manager should still contact the necessary supervisor(s) before making an offer.
- Reference providers are requested to complete a reference form in PeopleAdmin only if the decision to utilize the electronic reference function is determined prior to posting the position. They are provided a direct link to the form.
- The hiring manager must decide during the preparation of requisition whether to use the electronic reference function or not and when to contact the reference providers.
- E-mails will be automatically sent to the reference providers when an applicant's status changes to either Short List Candidate or Candidate Selected. The particular status is determined during the creation of the requisition.
- References are provided directly to PeopleAdmin and attached to the candidate's application related to that specific posting.
- Even if the hiring manager decides not to use the electronic process, the references will be available for viewing and contact during the applicant review process.

## Hiring Manager Instructions

### A. Posting

- To utilize the electronic reference function check this box on the first page of creating a new posting. If you do not want to use this feature, do not check this box. This section located in [Settings](#).

#### References

**Accept references**

- Checking  **Accept references** reveals 3 questions.

**Reference Notification**

(Optional) Invite References to submit Recommendations when which workflow state?

- Short List Candidate
- Candidate Selected

**Recommendation Workflow**

(Optional) When all Recommendations have been provided, move to which workflow state?

**Recommendation Document Type**

Require document upload when a reference provider submits a Recommendation?

- **Reference Notification.** Selecting Short List Candidate will trigger e-mail requests to reference providers of all short list candidates. Selecting Candidate Selected will only trigger e-mail requests to reference providers of the candidate selected.
- **Recommendation Workflow.** Always leave blank. No change in workflow is identified for this.
- **Recommendation Document Type.** Select Letter of Recommendation if you wish the reference provider to include a letter, instead of just responding to questions on a form.

**B. Reference Letter Section**

In addition to checking the **Accept References** box on the first page of the requisition additional information is requested. This includes indicating the Minimum Number of Requests and the Maximum Number of Requests. Numbers should always default to Minimum (1) and Maximum (3) unless the Hiring Manager specifically requires more or less.

**Minimum Number of Requests**

*Please enter the minimum number of reference letters that may be submitted*

**Maximum Number of Requests**

*Please enter the maximum number of reference letters that may be submitted*

**C. Requesting Electronic References**

- When the Hiring Manager moves an applicant to the specified status of either Short List Candidate or Candidate selected, standard e-mails will automatically be sent to the reference providers.
- Three (3) business days are allowed for completion of reference forms.

**D. Monitoring Completion of and Reviewing Reference Forms**

- To determine if a form has been completed view the application. The number received is identified above the applicant's Personal Information.

**Summary**

[Recommendations \(0 of 0\)](#)

- Click on [Recommendations](#) to view the forms.