

# HR-TMS

## Obtaining References for Faculty and Professional Applicants

The Faculty and Professional application forms are currently configured to require contact information from a minimum of three professional references. This number can be increased or decreased when creating the posting:

Postings / Faculty / Instructors - School of Kinesiology (Posted) / Edit: Reference Letter Feature

**Editing Posting**

- Classification
- Posting Details
- Supplemental Questions
- Applicant Documents
- Recruitment Plan
- Guest User
- Search Committee
- Reference Letter Feature**
- Posting Documents
- Summary

**Reference Letter Feature** Save << Prev Next >>

[Check spelling](#)

This page allows you to set specifications on any references you want applicants to submit as part of their application. Applicants that reach a specified status (set upon posting creation in the **Settings** tab of the posting) will have their submitted references emailed, requesting these references provide a recommendation on the applicant. References will click on a link and be guided to the applicant portal where they will fill out a standard form and/or upload a letter of recommendation.

**Reference Letter Feature**

**Minimum Requests**

**Maximum Requests**

**Last Day a Reference Provider Can Submit Reference**

**Provider Special Instructions**

*These instructions will be included in the email to the reference provider.*

Below is the Professional Reference section in the application:

Application for Assistant/Associate Professor of Finance: Professional References

<< Prev      Save changes      Next >>

Professional References ▼

Go

Please enter your reference information by clicking the **Add Professional References Entry** button.

When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking GO button every 60 minutes in order to avoid losing your data.

Required fields are indicated with an asterisk (\*).

Professional References

Name	<input type="text"/>
Company Name	<input type="text"/>
Job Title	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>
	<i>Use country code and city code if applicable and area code if in US or Canada</i>
How do you know this reference?	<input type="text"/>

Note: Applicants who utilize Interfolio may place the Interfolio email address for each letter in the online application as the email address for that reference. Interfolio provides a unique email address for each letter of recommendation. (Applicants may use the Interfolio Help Center to obtain information about Interfolio's Online Application delivery service.)

## Options for Collecting References

1. The hiring manager may directly contact the professional references via phone or email using the information the applicant provided in the Professional Reference section of the application.
2. The posting can be configured to automatically request references using the Professional Reference contact information provided by the applicant in the application:

Posting: Assistant/Associate Professor of Marketing (Faculty) [Edit](#)

Current Status: Closed/Removed from Web

Position Type: Faculty      Created by:  
Department: Marketing:300070      Owner: Human Resources

Summary | History | **Settings** | Applicants | Reports | Hiring Proposals | Associated Position D

### Organizational Unit

Division: Miller College of Business

Department: Marketing:300070

### Applicant Workflow

Workflow State: Under Review by Department

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

### References

Reference Notification: Approved for Interview

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

Recommendation Workflow:

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

Recommendation Document Type: Reference Letter

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

- You would specify what stage in the workflow that the Reference Notifications would be automatically sent in the “Settings” section of the posting, which would typically be at the Approved to Interview state but could be at the Recommend for Hire state.
- At the appropriate time, reference providers receive emails asking them for recommendations. Each message contains a unique link that allows the recipient to respond confidentially. The link expires when the reference provider uploads a letter of recommendation or completes the recommendation form. Applicants are notified when recommendations are provided.
- During the selection process, recommendation documents are available for evaluation as part of the application.
- After the reference emails are automatically sent out by TMS, the Hiring Manager can access those applications of the applicants and resend an email as a reminder if any reference letters have not yet been received:

 **Job application: Susan Schlensker (Faculty)**

Current Status: Under Review by Department  
Application form: Faculty Application

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Full name: Susan Schlensker  
Address:  
11150  
Anderson, IN 46013  
United States

Username: Sussch65  
Email: slschlensker@bsu.edu  
Phone (Primary): 111-111-1111  
Phone (Secondary):  
Position Type: Faculty  
Department: Marketing:300070

Created by: Susan Schlensker  
Owner: Applicant Reviewer

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- 🔄 Reactivate

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Summary | **Recommendations (0 of 3)** | History | Reports

Reference Requests			
Name	Email	Notified?	Responded?
Susan	slschlensker@bsu.edu	09/18/2017 02:22 PM	No <span style="float: right; background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Resend</span>
B	B@b.com	No	No <span style="float: right; background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Send</span>
c	c@c.com	No	No <span style="float: right; background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Send</span>

Recommendations

- Another option is for the Hiring Manager to indicate in the Applicant Documents section of the posting whether or not the applicant will be required to upload up to three letters of recommendation.

You can make these documents Required. Or, you may make them Optional and request them from those applicants at the time of the in-person/Skype interview. Keep in mind that the letters uploaded by applicants may be from different sources than what the applicant provided in the “Professional References” section of the application.

Postings / Faculty / Instructor of Nursing (Posted) / Edit: Applicant Documents

**Editing Posting**

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### Applicant Documents

Select the documents to be required with this item, and those that may optionally be attached. Document

Because the faculty application does not require the applicant to complete any fields related to employment

Order	Name	Not Used	Optional	Required
<input type="text" value="1"/>	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="2"/>	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="3"/>	Undergraduate Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="4"/>	Curriculum Vitae	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="5"/>	Master's Transcripts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="6"/>	Doctorate Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="text" value="7"/>	Other	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="8"/>	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="9"/>	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text" value="10"/>	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

10/2017