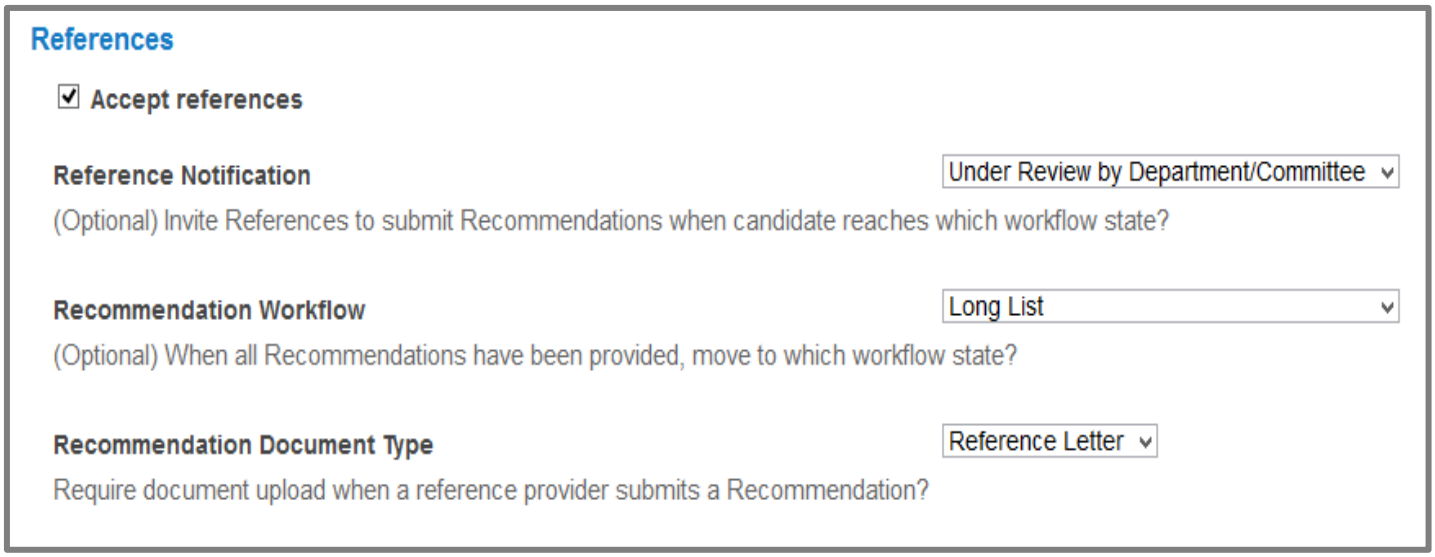
This tip sheet is intended to assist departments in turning on the Reference Letter acceptance function. Departments usually utilize this functionality for tenure or tenure-track Faculty positions.

To simply receive a list of candidate references, select *"Reference Contact Info"* on the Applicant Documents Tab.

To accept Reference Letter's via the system, follow the steps below, selecting the best options for your department or area.

1. On the Settings tab is the option to **Accept References**
2. Checking this box turns on the email feature for letters of reference. Once this box is checked, there are several selections available.
   - **Reference Notification-** determines when the email will be sent to the reference provider. The user can decide when in the process reference letters are received.
   - **Recommendation Workflow-** indicates which state the applicant will move to after the references have been submitted. This can be left blank or set to leave applicants in the original workflow state.
   - **Recommendation Document Type-** Reference Letter will also need to be selected in this field in order to activate the upload feature in the recommendation form.

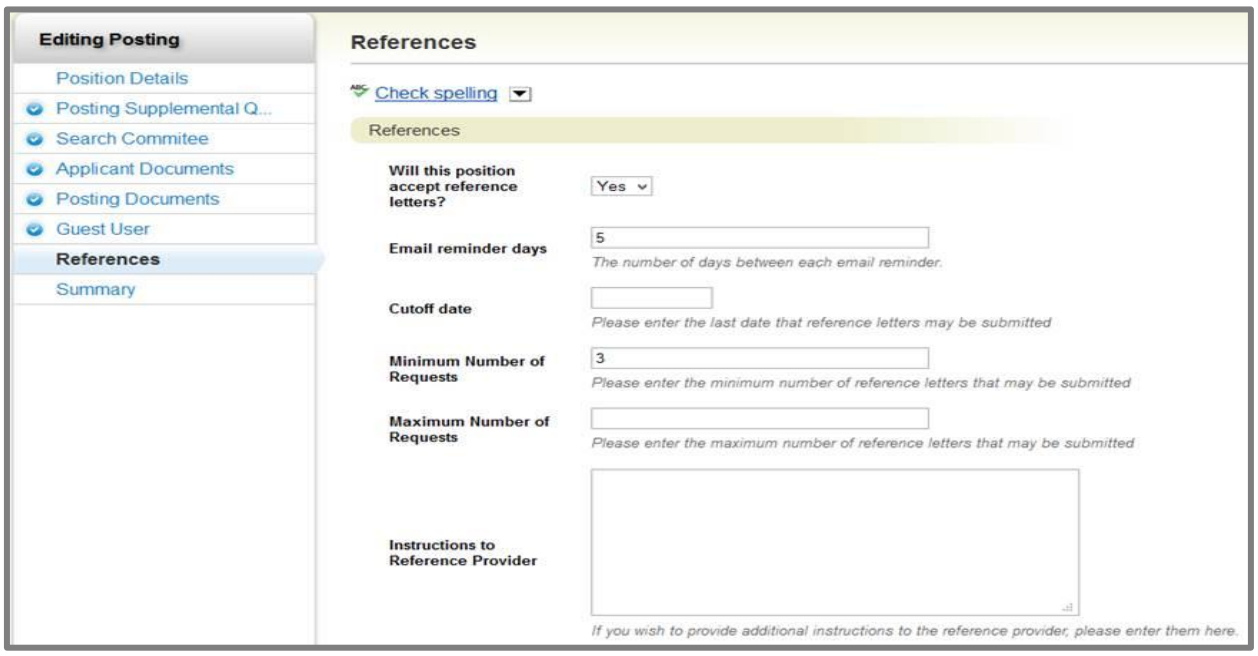




**There may be modifications to workflows, labels, and other actions as HRS works to improve functionality**

Once the information is complete on the Settings tab, check the options on the References tab.

3. Ensure the first question is set to **Yes** to accept reference letters. Once this indicator is set, there are several selections available.
   - **Email reminder days**- this function is currently only available for the HR user group and cannot be utilized by the department. If this changes, HRS will notify the user group.
   - **Cutoff Date**- the department can determine a cutoff date to receive the letters of recommendation (i.e., if they want the letters by the time they start reviewing applicants).
   - **Minimum/Maximum Number of Requests**- The department can decide the minimum and maximum number of letters they wish to receive. In the example below, the department is requesting a minimum of 3 letters of recommendation, however there is no number in the maximum field; therefore the applicant could provide an unlimited number of letters.





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