




Creating a Posting with Electronic References Help Sheet

*** This document is applicable to all entities with PATH postings.**

Purpose: This document will provide you with direction on how to setup electronic references in the system. Setting up a posting to accept these references is an enhancement that allows you to send out a reference request form electronically. This does **not** change or remove the requirement of the applicant to list a minimum of three references on their application.

Create New Posting using the example below:

 **New Posting**

*** Required Information**

Posting Title *

Organizational Unit

System Member Institution or Agency *

Executive/Division or College *

Department *

Applicant Workflow

Workflow State

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

References

Reference Notification

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

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

SUGGESTED SELECTIONS:

References

Reference Notification

Interviewed – Pending References

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

Recommendation Workflow

Interviewed – Pending References

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?

NOTE: Creating a posting with the suggested selections will have the following effects:

1. When the applicant is moved to the Interviewed – Pending References workflow state, an email to each of the applicant's listed references will be automatically system generated.
2. This email will contain an embedded link that the reference will click on to complete the online reference form.
3. Because you have selected that a Reference Letter be an element of the recommendation, the reference will **NOT** be able to submit their reference form without attaching or writing a letter of reference to/in the form.

*****If you select No Document for the Recommendation Document Type, the reference will not have the ability to attach a reference letter.**

Once you have selected the orange Create New Posting button [Create New Posting](#), you will complete the posting requirements necessary. When you get to the References page, please make sure Yes is selected for Accept References? (As seen below) It is not *necessary* to enter a Maximum Number of References. Please complete the Cut off Date and Special Instruction for Reference Provider if you wish.

Postings / Staff / Human Resources Advisor II (Draft) / Edit: References

Editing Posting

- Posting Details
- Posting Supplemental Q...
- Qualifying Group
- Search Committee
- Ranking Criteria
- Hiring Checklist Docum...
- Applicant Documents
- Guest User
- References**
- Summary

References

Save << Prev Next >>

Check spelling

References

Accept References? Yes

Minimum Number of References 3

Maximum Number of References

Cut off Date?

Special Instruction for Reference Provider

Save << Prev Next >>

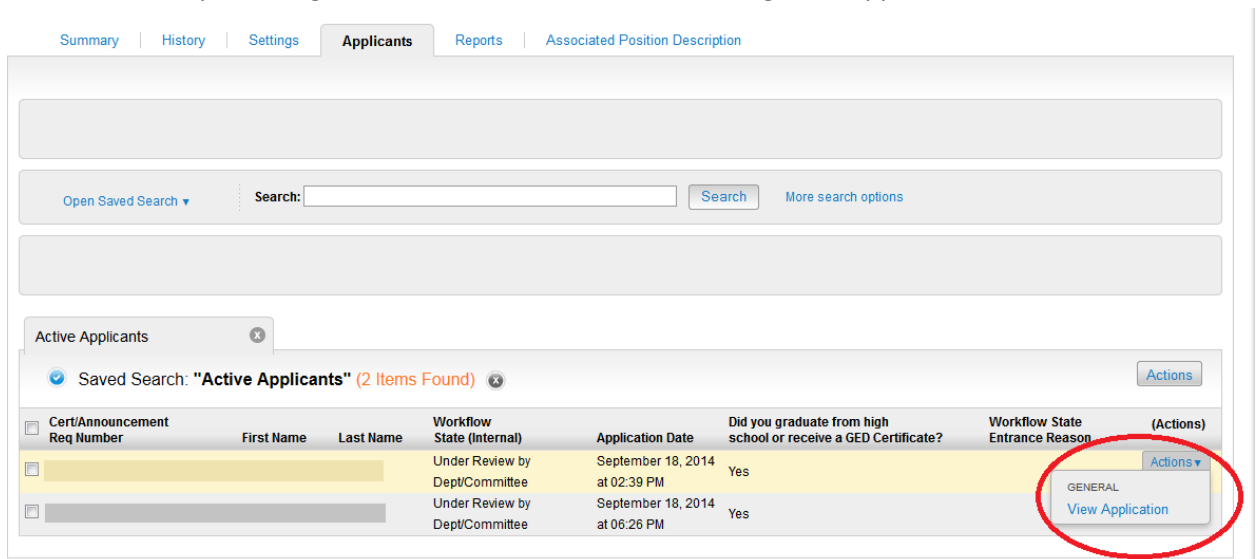
NOTE regarding Cut off Date:

This specifically refers to References, not closing the posting. If you wish to use a Cut off Date, applicants must be statused in the appropriate workflow state chosen when you set up the posting AND the references must have submitted their reference form electronically by that date. If you do not have the applicants in the appropriate status and the references have not been submitted by this date the link in the reference email will generate an error message that says the link is expired because you are past the Cut off Date.

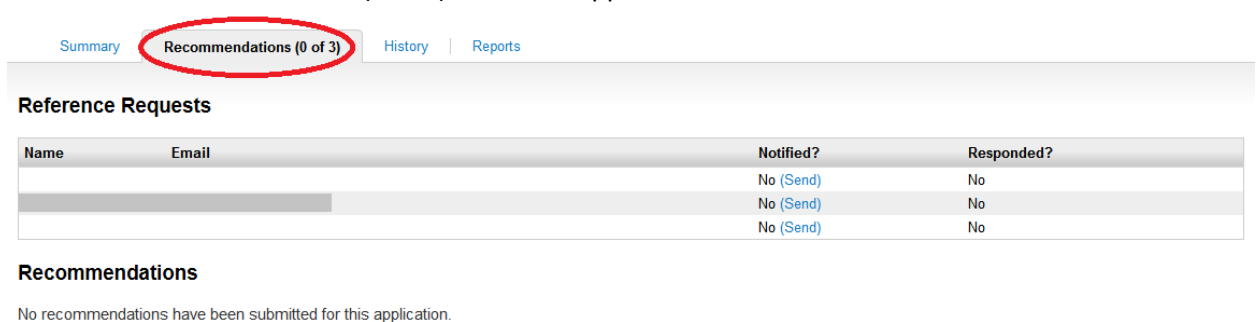
*If you do not wish to accept electronic references, please leave this page blank.

If you did not initially set up electronic references, but decide you would like to use them at a later date, you have the option to manually request electronic references using the steps outlined below:

1. On the Applicants tab of your posting, view the applicant’s application that you want to request references for by hovering over the Actions button and selecting View Application.



2. Select the Recommendations (0 of 3) tab of the application.



- Click Send to send the reference request email to each reference.

Summary Recommendations (0 of 3) History Reports

Reference Requests

Name	Email	Notified?	Responded?
		No (Send)	No
		No (Send)	No
		No (Send)	No

Recommendations

No recommendations have been submitted for this application.

- Follow steps 1-3 for each applicant that you wish to collect references for.

Please see the example email below that the references receive when your electronic requests are activated:

From: jobpath@tamu.edu [<mailto:jobpath@tamu.edu>]
Sent: [Redacted]
To: [Redacted]
Subject: An Applicant with Texas A&M University Requests Your Recommendation

An applicant has applied for a position at Texas A&M University and has requested a recommendation from you for the job to which they are applying. Please click on the link below and fill out the information and/or upload the documents requested.

If your form has a "Required Documents for this Recommendation" section, you must upload a previously created reference letter from your computer or select Write Reference Letter and a box will drop down allowing you to write a letter.

If you need assistance, please contact Texas A&M University-Recruitment & Workforce Planning at (979) 845-5154 or jobpath@tamu.edu.

Job Title: [Redacted]
 Posting Number: [Redacted]
 Job Summary:
 [Redacted]

System Member: TEXAS A&M UNIVERSITY

Special Instructions:
 [Redacted]

Provide a reference here:
<http://jobpath.tamu.edu/ref/new/388884/4c6293aba367e53fdcf2aa2d5b881c6>

Thank You.

*The fields highlighted in yellow will populate from the posting.

Evaluating and Providing Reference Documentation to Close a Posting:

1. References received electronically in PATH are only available from the references listed by the applicant in the Reference section of their application.
 - a. Please use these references as a starting point.
 - b. If these references are not from/do not cover the timeframe and professional experience that pertains to the position, notify the applicant, as a courtesy, that you will be contacting other individuals listed on the application as additional reference sources.
 - c. Do your due diligence in making sure that documentation is provided from references that speak to the applicant's skills and abilities pertinent to the position they are being considered for. It is best practice to include at least one former/current supervisor as part of the reference process.
2. If references were requested of only the final candidate and no additional references were requested by the hiring department,
 - a. You do not need to upload the reference forms to the posting as the references that were provided are attached to the final candidate's application.
 - b. You **MUST** comment or attach a document that says the references attached to the application have been reviewed and contain sufficient documentation that attests to the applicant's skills and abilities pertinent to the position they are being considered for.
3. If references were requested of only the final candidate and additional references were required by the hiring department,
 - a. Upload the additional reference documentation in the Hiring Checklist Documents in PATH.
4. If references were requested of more than one applicant,
 - a. Print, evaluate and score all reference documentation; electronic and any other forms/documentation requested by the hiring department or provided by the applicant.
 - b. Transfer the reference scores for each applicant to the hiring matrix.
 - c. Upload all reference documentation in the Hiring Checklist Documents in PATH.

**If you have any questions regarding electronic references, please contact
HR Recruitment and Workforce Planning at jobpath@tamu.edu or (979) 845-5154.**