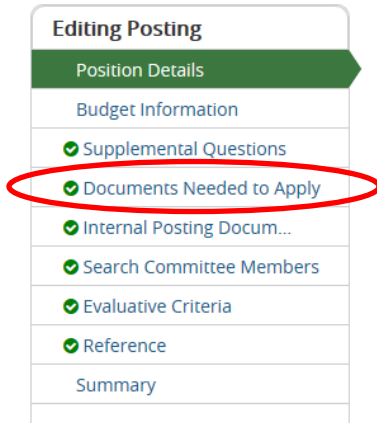


## Letters of Reference as a 'Required Document'

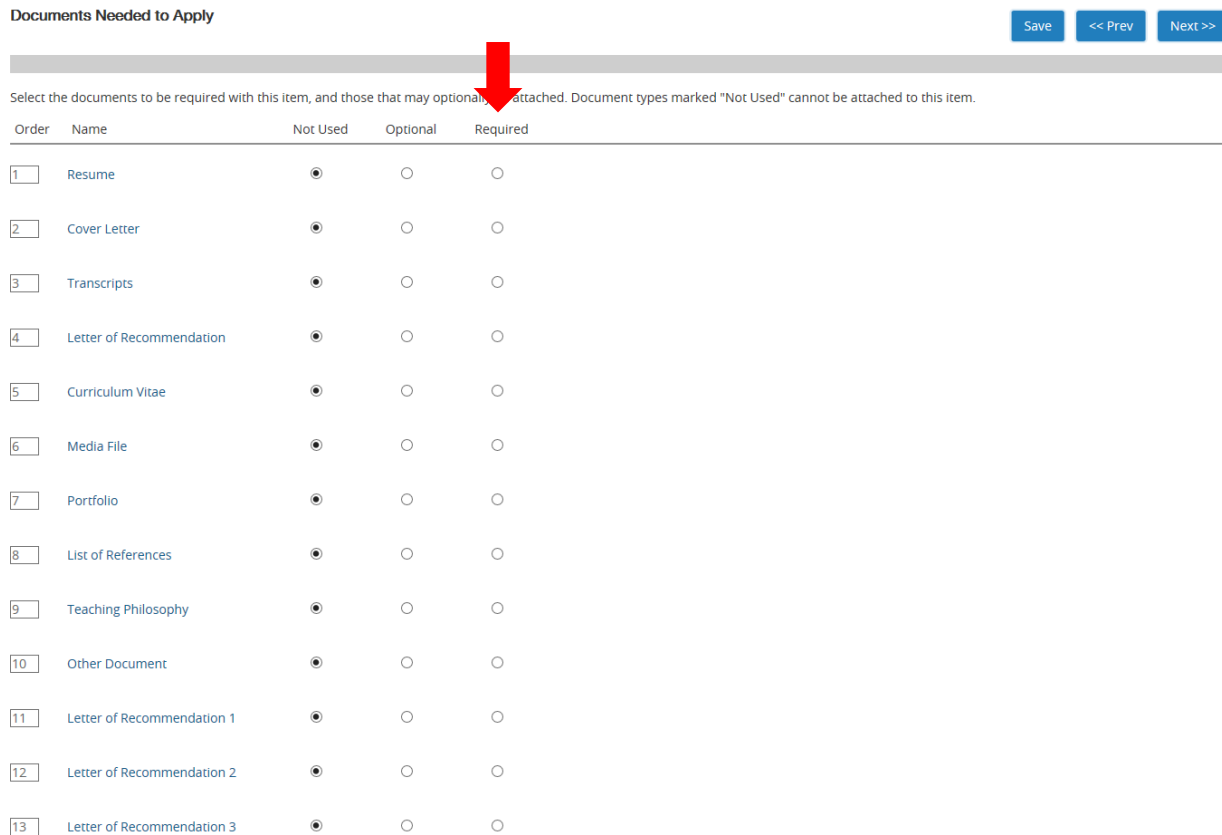
This process will require your applicants to obtain letters of recommendation from references and upload them to their application.

1. Create posting using the 'Creating a Posting' Quick guide located on the HR Website.
2. Follow the steps of the process as outlined until you reach the 'Documents Needed to Apply' section:



The screenshot shows a sidebar menu titled 'Editing Posting'. The menu items are: Position Details (highlighted with a green arrow), Budget Information, Supplemental Questions (with a green checkmark), Documents Needed to Apply (circled in red with a green checkmark), Internal Posting Docum..., Search Committee Members (with a green checkmark), Evaluative Criteria (with a green checkmark), Reference (with a green checkmark), and Summary.

3. Once at that stage you will see a screen similar to the one shown below:



The screenshot shows the 'Documents Needed to Apply' screen. At the top right are buttons for 'Save', '<< Prev', and 'Next >>'. Below the title bar is a grey bar with a red arrow pointing down to the 'Required' column header. The main content is a table with the following columns: Order, Name, Not Used, Optional, and Required. The table contains 13 rows of document types.

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Letter of Recommendation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Media File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Portfolio	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	List of References	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Letter of Recommendation 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	Letter of Recommendation 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Letter of Recommendation 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. On this screen, you will require Letters of Recommendation (along with any other documents you choose) as shown below:

11

Letter of Recommendation 1



12

Letter of Recommendation 2



13

Letter of Recommendation 3



5. This will require the applicant to obtain letters of recommendation from their chosen references and upload with their application.