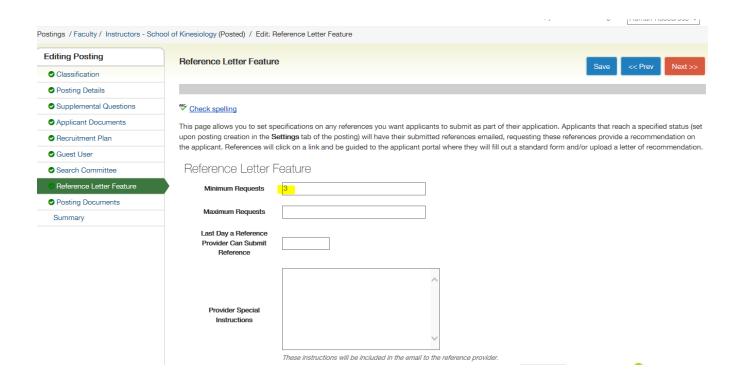
HR-TMS

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:



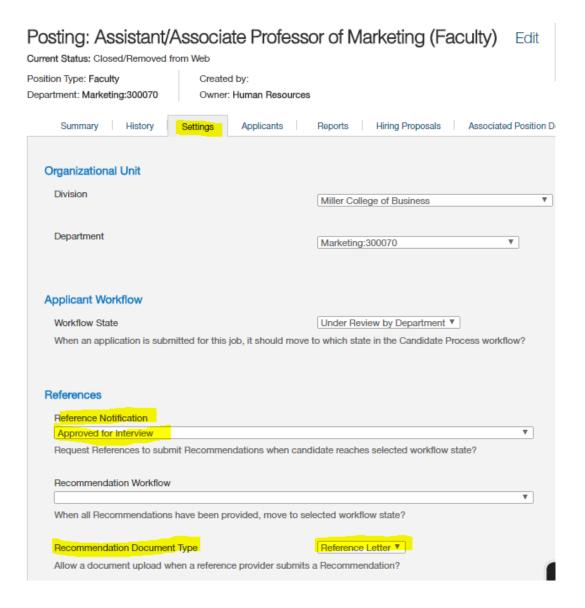
Below is the Professional Reference section in the application:

Application for Ass	istant/Associate Professo	r of Finance: Professiona	al References		
<< F	Prev	Save changes		Next >>	
Professional References	8 ▼				
G	0				
Please enter your referen	nce information by clicking the Ad	dd Professional References Er	ntry button.		
	ick either the Next button or you o in order to avoid losing your data		application by selecting the pa	ge from the dropdown menu	and clicking GO
Required fields are indica	ated with an asterisk (*).				
Professional References					
Name				*	
Company Name				*	
Job Title				*	
Email		*			
Phone Number				*	
How do you know this reference?	Use country code and city code	if applicable and area code if in	US or Canada		

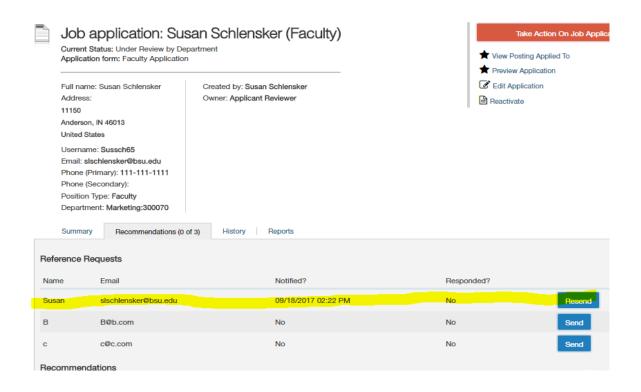
Note: Applicants who utilize Interfolio may place the Interfolio email address for each letter in the online application as the email address for that reference. Interfolio provides a unique email address for each letter of recommendation. (Applicants may use the Interfolio Help Center to obtain information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



- 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:



3. 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 inperson/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.

Select the documents to be required with this item, and those that may optionally be attached sometial Questions Because the faculty application does not require the applicant to complete any fields related to Order Name Not Used Optional Required Order Name O O Pommittee	Posting	Applica	ant Documents				
Because the faculty application does not require the applicant to complete any fields related	sification						
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2 Cover Letter 0 0 0 0 0 0 0 0 0	User	1	Resume	0	0	•	
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3 Undergraduate Transcripts O	e Letter Feature	2	Cover Letter	0	0	•	
4 Curriculum Vitae O • O 5 Master's Transcripts O • O 6 Doctorate Transcripts O • O 7 Other O • O 8 Letter of Recommendation 1	ocuments						
5 Master's Transcripts O O • 6 Doctorate Transcripts O • O 7 Other O O • 8 Letter of Recommendation 1 • O O		3	Undergraduate Transcripts	0	•	0	
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7 Other O O • 8 Letter of Recommendation 1 • O O							
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10/2017