

## Econ Job Market Blog (occasional posts)

EconJobMarket folks occasionally pass along information about the economics job market, the EconJobMarket.org site, and tips and advice. Views and opinions expressed here are not to be interpreted as official positions of Econ Job Market Inc.

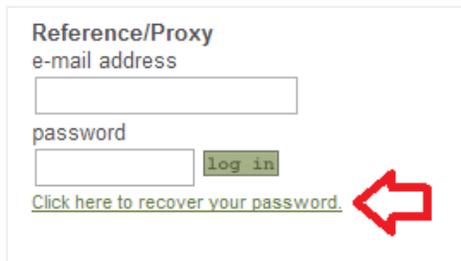
Saturday, November 16, 2013

### FAQs: References

(Please note that you can click on any of the images in this page to see them at full-size.)

#### Q: I lost my password. How can I recover it?

1. Visit <https://econjobmarket.org/> and look for the candidate sign in area in the bottom right corner of the page. Click on the “Click here to recover lost password” link.



Reference/Proxy  
e-mail address  
  
password  
   
[Click here to recover your password.](#)

2. Enter your email address and click “Recover.”



PIN Recovery

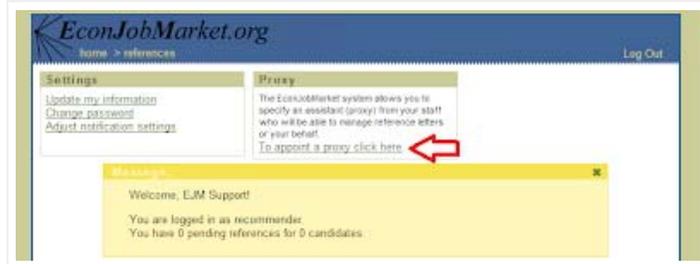
Please enter your e-mail address below and click "Recover" to have your PIN sent to you.

E-mail Address:

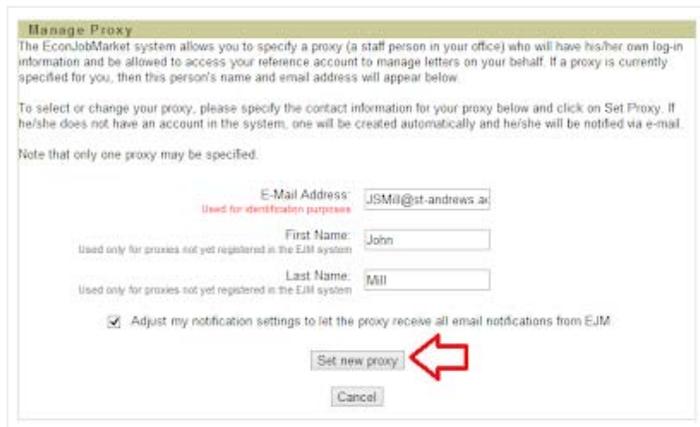
3. Check your email. If you don't receive an email after a couple minutes, check your spam folder. Some universities have overaggressive spam filters.
4. If you cannot find the email in your spam filter, [contact support](#) as a last resort, and say that you have already exhausted these steps prior to emailing support.

**Q: How do I designate someone to be my proxy?**

1. Log into your account at <https://econjobmarket.org/> using your email and password.
2. Under the ‘Proxy’ section, click on “To appoint a proxy click here.”



3. Fill in your proxy’s E-mail address and name. You can also easily adjust your notification settings to allow your proxy to receive all email notifications by checking the box at the bottom of the form. After completing the form, click “Set new proxy.”



**Q: How do I change my proxy?**

1. Log into your account at <https://econjobmarket.org/> using your email and password.
2. Under the ‘Proxy’ section, click on “Change.”



3. Fill in your new proxy's E-mail address and name. You can also easily adjust your notification settings to allow your proxy to receive all email notifications by checking the box at the bottom of the form. After completing the form, click "Set new proxy."

**Manage Proxy**

The EconJobMarket system allows you to specify a proxy (a staff person in your office) who will have his/her own log-in information and be allowed to access your reference account to manage letters on your behalf. If a proxy is currently specified for you, then this person's name and email address will appear below.

To select or change your proxy, please specify the contact information for your proxy below and click on Set Proxy. If he/she does not have an account in the system, one will be created automatically and he/she will be notified via e-mail.

Note that only one proxy may be specified.

Current proxy: John Mill  
JSMill@st-andrews.ac.uk

E-Mail Address:   
Used for identification purposes

First Name:   
Used only for proxies not yet registered in the EJM system

Last Name:   
Used only for proxies not yet registered in the EJM system

Adjust my notification settings to let the proxy receive all email notifications from EJM

### Q: How do I remove my proxy from my account?

1. Log into your account at <https://econjobmarket.org/> using your email and password.
2. Under the 'Proxy' section, click on "Dismiss."

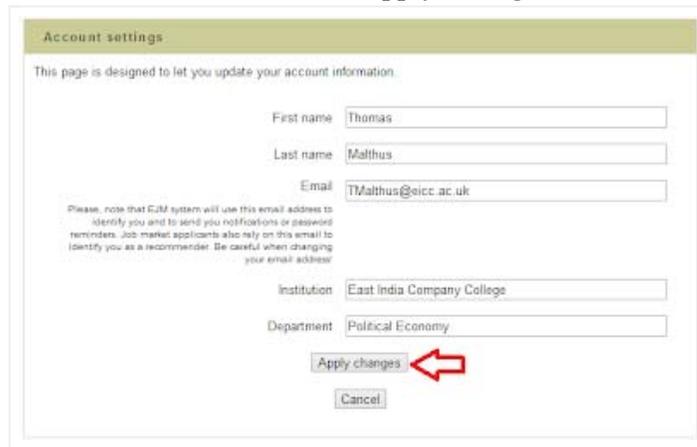


**Q: I've switched jobs. How can I update my email address associated with EconJobMarket.org?**

1. If you remember your password, log into your account at <https://econjobmarket.org/> using your old email address and password.
2. Click on “Update my information.”



3. Fill in your new information and click “Apply Changes.”

A screenshot of the 'Account settings' page. The page title is 'Account settings' and the subtitle is 'This page is designed to let you update your account information.' Below the subtitle, there are several input fields: 'First name' (Thomas), 'Last name' (Malthus), 'Email' (TMalthus@oicc.ac.uk), 'Institution' (East India Company College), and 'Department' (Political Economy). Below these fields are two buttons: 'Apply changes' and 'Cancel'. A red arrow points to the 'Apply changes' button. A note below the email field states: 'Please, note that EJM system will use this email address to identify you and to send you notifications or password reminders. Job market applicants also rely on this email to identify you as a recommender. Be careful when changing your email address.'

4. If you do not remember your old password, and you are unable to access your old email to retrieve your password, please [contact us](#) to remedy the situation.

**Q: How do I change a letter of recommendation for a candidate?**

You can change a letter of recommendation for particular application by clicking “Show Applications” next to the candidate’s name and then updating each letter to the new one you would like to send.

**Q: How long will automatic delivery designation be valid?**

Designation of automatic delivery is valid for 90 days. If the candidate for whom you designate an automatic delivery applies to any positions within that 90 days and assigns you as a reference, your letter will automatically be submitted. After

90 days you will have to reinstate automatic delivery, by clicking on “Re-instate Automatic Delivery” next to the candidate’s name on EconJobMarket.org.

**Q: If I set up automatic delivery, will I still be able to send a personalized recommendation for some of my candidate’s applications?**

Yes. You can override the automatic delivery for particular applications by clicking “Show Applications” next to the candidate’s name and then updating the letter to the personalized one you would like to send.

Posted by [EconJobMarket.SDHelp](#) at 8:53 PM    6 comments:



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## How-To Guide: Recommenders

### Managing Candidates

When you log into your recommender account, you will be able to see a list of all the candidates who have specified you as a recommender. From this list you can see how many applications the candidate has submitted and how many of these applications are awaiting letters of recommendation to be uploaded.

You can see more details about the applications a particular candidate has selected by clicking the "show applications" button for a given candidate.

**EconJobMarket.org**  
home > references Log Out

**Settings**

[Update my information](#)  
[Change password](#)  
[Adjust notification settings](#)

**Proxy**

The EconJobMarket system allows you to specify an assistant (proxy) from your staff who will be able to manage reference letters or your behalf.  
[To appoint a proxy click here](#)

**1 applicant is awaiting for 2 references** viewing settings ▲ help ▼

- Hide candidates whom I declined
- Hide candidates who withdrew their recommendation requests
- Hide candidates with no pending references (marked with **All done** sign)

Applicant	Statistics	Letters	Actions
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p>home page</p>	<p>2 applications initiated            0 letters submitted  <span style="background-color: red; color: white; padding: 2px;">2 references pending</span></p>	<div style="border: 1px dashed gray; padding: 5px; display: inline-block;">NO DEFAULT LETTER</div>	<p><a href="#">Submit Letter for Automatic Delivery</a>  <a href="#">Decline to Serve as Recommender</a>  <span style="color: red; font-size: 2em; vertical-align: middle;">➔</span> <a href="#">show applications ▼</a></p>

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Once you click this button, each institution to which the candidate has submitted an application will be revealed as well as the status of your letter to that institution.

## Submitting Letters

You can submit a letter for a candidate to a particular institution by clicking on the "submit letter" link next to the institution in the list of applications a candidate has submitted.

**EconJobMarket.org** home > references Log Out

**Settings**

[Update my information](#)

[Change password](#)

[Adjust notification settings](#)

**Proxy**

The EconJobMarket system allows you to specify an assistant (proxy) from your staff who will be able to manage reference letters or your behalf.

[To appoint a proxy click here](#)

**1 applicant is awaiting for 2 references**

viewing settings ▲ help ▼

Hide candidates whom I declined  
 Hide candidates who withdrew their recommendation requests  
 Hide candidates with no pending references (marked with **All done** sign)

Applicant	Statistics	Letters	Actions
<div style="border: 2px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="border: 2px solid black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p>home page</p>	<p>2 applications initiated 0 letters submitted</p> <p style="background-color: #ffcccc; padding: 2px;"><b>2 references pending</b></p>	<div style="border: 1px dashed #ccc; padding: 5px; width: 40px; margin: 0 auto;">NO DEFAULT LETTER</div>	<p><a href="#">Submit Letter for Automatic Delivery</a></p> <p><a href="#">Decline to Serve as Recommender</a></p>

Position	Application initiated on	Status	Reference letter delivered on	Actions
Auckland (Economics) Lecturer, Senior Lecturer, Associate Professor	Nov 18, 2013 (today)	<b>pending</b>	no letter delivered	<div style="border: 1px dashed #ccc; padding: 2px; width: 30px; margin: 0 auto;">NO LTR</div> <div style="margin-top: 5px;"> <a href="#">submit letter</a>  <a href="#">decline reference</a> </div>
Hunter College Assistant/Associate /Professor of Economics	Nov 18, 2013 (today)	<b>pending</b>	no letter delivered	<div style="border: 1px dashed #ccc; padding: 2px; width: 30px; margin: 0 auto;">NO LTR</div> <div style="margin-top: 5px;"> <a href="#">submit letter</a>  <a href="#">decline reference</a> </div>

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This will take you to a screen which will allow you to upload a letter to be sent to the specified institution. You may name this letter and attach personal notes to the letter for your own future reference. To upload the letter, click on the "browse" button and select the file you wish to use as your letter.

**EconJobMarket.org**  
home > references > Letter manager [redacted] Log Out

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Letter for [redacted] for application to Auckland (Economics) help ▾

Please choose a letter from the list on the left or upload a new letter to be delivered for [redacted] to Auckland (Economics) for the position 'Lecturer, Senior Lecturer, Associate Professor'

**Upload new letter**

**New letter**

**Letter name**  
Please provide a unique name for this letter, so you can identify it in the EJM system.

**Notes**  
Type any notes about this letter here. You can update and edit these notes at any time.  
 .it

**File**  
To upload your letter, click on the button to the right, browse to and select the desired file on your local hard drive, and then click the submit button.  
**You are strongly urged to submit your letter as a .pdf or .txt file to avoid compatibility**

No file selected.



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You may also wish to only upload one letter to be automatically delivered to every institution a candidate applies to. This can be done from the candidate list by selected "submit letter for automatic delivery".

To see how to use additional recommender features or for more specific questions, please consult our Recommender FAQ.

Posted by EconJobMarket.SDHHelp at 8:42 PM 13 comments:



## FAQs: Candidates

(Please note that you can click on any of the images in this page to see them at full-size.)

### Q: I lost my password. How can I recover it?

1. Visit <https://econjobmarket.org/> and look for the candidate sign in area in the bottom left corner of the page. Click on the “Click here to recover lost password” link.

Candidate  
e-mail address  
  
pin/password  
   
[Click here to recover lost password.](#)   
[New candidates start here.](#)

2. Enter your email address and click “Recover.”

PIN Recovery  
Please enter your e-mail address below and click "Recover" to have your PIN sent to you.  
E-mail Address:  
  
 

3. Check your email. If you don't receive an email after a couple minutes, check your spam folder. Some universities have overaggressive spam filters.
4. If you cannot find the email in your spam filter, [contact support](#) as a last resort, and say that you have already exhausted these steps prior to emailing support.

**Q: One of my recommenders still hasn't submitted my letter! Will you send him a reminder for me?**

EconJobMarket.org respects the notification preferences selected by recommenders when they register for the site. As such, we will not contact a recommender for you. It is your responsibility to contact your recommender and make sure he/she submits a letter on time.

**Q: One of my recommenders has a new email address. Can you change his email in the system for him?**

If your recommender has a new email address he/she will need to log into his account and update his information himself. If he is unable to access his old email, he should [contact us](#) and provide legitimate proof that the new email address belongs to him (i.e., an institutional website listing the email address).

**Q: My letters of recommendation disappeared! What do I do?**

Don't panic. We do not delete letters from our system. Try logging back in and see if the letters are there. If one is missing, it means either your recommender

deleted it, or their automatic delivery expired. Contact your recommender and ask them to check their Econ Job Market account to ensure their letter is delivered properly.

**Q: How long will it take for my references' accounts to be approved?**

We attempt to approve reference accounts as soon as possible. We need to verify that the recommender's contact information is accurate and that the recommender does not already have an account on Econ Job Market. You and your recommender will receive confirmation of approval as soon as the process is complete.

**Q: My request to create a reference account for one of my recommenders was denied. What should I do?**

If the request was denied, you should have received an email with an explanation. If we request more information to validate the recommender's contact information (we will usually request more information if you submit a gmail or yahoo account that anybody could make), provide us with an institutional or otherwise reputable website that shows the email address on it.

If the request was denied because the recommender already has an account, please log back into your account and search carefully for your recommender. (We recommend just searching by last name and looking through the list for the right person.)

Posted by [EconJobMarket.SDHelp](#) at 8:41 PM    2 comments:



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## [How-To Guide: Candidates](#)

### **Step 1: Finding positions from ads**

Once you are logged into your EJM account, click on the “new application” link.

**EconJobMarket.org**  
home > main menu Log Out

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**My Account**

- [view/modify profile](#)
- [change password](#)
- [manage recommenders](#)
- [manage documents](#)
- [billing history](#)
- [pledge a contribution](#)

**Instructions:** First upload your documents (c.v., job-market paper, etc.) using the "manage documents" function above. This is important because all documents that you submit with applications must be selected from those on your "Manage documents" list. In addition to your c.v. and job-market paper, be sure to upload a cover letter, teaching materials, other papers, etc., if applicable. Then click on "new application" on the right to get a list of the current advertisements in the EconJobMarket system. For advertisements marked "Apply Now," you can apply electronically by clicking on the link. During the application process, you will be asked to identify your references. On the right is a list of the applications you have already submitted.

**Applications**

Applications to old advertisements (e.g. from the previous job-market season or before) are removed from the system and will not be shown here.

[new application](#) 

submitted applications:  
*none*

From here, you can browse postings on EJM. Some postings accept applications through EJM while others require you to submit an application on another site or by alternative means. If the position accepts application documents through EJM, there will be an "Apply Now" link to the left of the application.

Results can also be filtered by institution, position, or fields which the poster of the ad has specified.

**EconJobMarket.org**  
 home > main menu > available positions Log Out

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**Available Positions**

**Search by Criteria:**  
 Limit the search by selecting any of the following (leave criteria blank to skip):

Categories/Specialties:  ^  
 Behavioral Economics  
 Business Economics  
 Computational Economics  
 Development Growth v

Institution:  v

Position Type:  v

**All Active Postings:**

**Applications not taken via Econ Job Market** Economist - Modeller:  
 SQW China Limited (HR Department)  
[more info...](#) Deadline: 2014-02-16

**Applications not taken via Econ Job Market** Assistant or Associate Professor of Economics  
 University of Alaska Anchorage (Economics)  
[more info...](#) Deadline: 2013-12-31

[Apply Now](#) Competition/antitrust economist  
 Compass Lexecon (European Competition Policy practice)  
[more info...](#) Deadline: 2013-12-02

[Apply Now](#) Post-Doctoral Position at the Institute for Economic Analysis IAE-CSIC.  
 Consejo Superior de Investigaciones Científicas (Instituto de Análisis Económico)  
[more info...](#) Deadline: 2013-12-10

[Apply Now](#) Assistant/Associate Tenured Professor of Economics (Saint-Petersburg, Russia)  
 National Research University Higher School of Economics (Department of Economics)  
[more info...](#) Deadline: 2013-11-22

[Apply Now](#) Assistant Professor  
 Georgetown University (Department of Economics)  
[more info...](#) Deadline: 2013-12-05

**Applications not taken via Econ Job Market** PhD Scholarships in Finance – APPLY NOW!  
 Vienna Graduate School of Finance (VGSF) (Vienna Graduate School of Finance)

## Step 2: Applying to a Position

Once you click on “apply now”, you will be taken to the application page for the selected posting. Here is an example:

**EconJobMarket.org**  
 home > main menu > application Log Out

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**Application**  
**Assistant Professor Georgetown Economics**

**Reminder about Documents**  
 Any documents or other files that you wish to use for this application must be uploaded into your Manage Documents portfolio. Review the application form below. If you need to upload additional documents, click the link below and upload your documents in the Files window. When done uploading, you will be returned here and this application page will refresh.  
[\[Upload Documents\]](#)

**C.V. and Paper Files**  
 You must upload your curriculum vitae and also your job-market paper. You may also upload a file of supplementary material (teaching evaluations, etc.).

**Each file must be in one of the following formats: Adobe Acrobat PDF (.pdf), Microsoft Word (.doc), Rich Text (.rtf), or Plain Text (.txt).**

C.V.

Job-Market Paper:

Other material in *one file*:

**Source Information**  
 Where did you learn about this position?

Were you referred by a specific faculty member at our institution? If so, whom?

Title of your job-market paper: (Abbreviate if necessary)

Click here and then wait (the upload may take a minute).

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Application will vary from institution to institution in which documents and questions they want you to submit. Take a look at the questions and documents asked by the application. Once you have the documents you want to submit selected, you can upload them by selecting the “Upload Documents” link. Once you upload a document to EJM, you will be able to access and use it in any application you want.

### **Step 3: Assigning Recommenders**

Once you submit your application, you will be asked to submit your list of references.

**EconJobMarket.org**  
home > main menu > application > manage references Log Out

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**References**

Assistant Professor, Georgetown Economics  
(3 References Required)

**Add References**

**Note:** Please enter the correct name and email address of each reference and **do not** enter the name or email of a secretary or assistant of the reference. References are allowed to specify **proxies** to serve as their assistants to handle their reference requests in EJM.

*No References Specified*

- OR -

**IMPORTANT NOTE:** It is your responsibility to notify your references of any pending requests for recommendation letters on you in EJM. EJM notifies recommenders when their accounts are created for the first time, and the first time a candidate names someone as their reference, but *not subsequent* times. References may choose to have their reference requests handled by a proxy that they can name, and can choose to divert any notices from EJM to their proxy. References can also set preference settings that directs EJM to send them periodic email notices reminding them of the status of requests for recommendation from various job applicants on EJM (or not). Please note that by design, EJM has no facility that automatically notifies your references by email *each time* you apply to a new ad, and no button you can press that will send them an automatic email reminder. Further, emails that EJM does send to references could be intercepted by spam filters. We do this to avoid bombarding references with email requests, and annoying them.

For all these reasons, you should directly email your references yourself and let them know that you are requesting a reference letter from them and to let them know of the application deadlines you are facing. By reviewing your references you will be able to see which references have not uploaded letters on you yet, and it will be your responsibility, not EJM's responsibility, to contact your references to ask them to do it before the deadlines of the various positions you are applying to on EJM. *Note that EJM DOES*

Here you will be given the option to add a new recommender to the list of recommenders associated with your EJM account or to add a new recommender. “Add a New Recommender” will allow you to search EJM’s database of recommenders to see if the individual you are using as a recommender is already in the system.

If your recommender is in the system, you may select them from the recommender search. If they are not in the system you can add them to the system by clicking on “Enter Recommender Information”. EJM staff will then have to verify the information you enter for your recommender before giving them an EJM recommender account. This process typically takes less than 24 hours.

 [home](#) > [main menu](#) > [recommenders](#) [Log Out](#)

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**Add Recommender**

Select your recommender

[\[use again\]](#) **Support, EJM**  
EJM  
econjobmarket.sdhelp@gmail.com

- OR -

If your recommender is not on this list, please proceed to [Enter Recommender Information](#)

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Once you have assigned a recommender, you can see the status of their recommendation for that application.

EconJobMarket.org  
 home > main menu > application > manage references Log Out

References

Assistant Professor, Georgetown Economics  
 (3 References Required)

References for this Application

**Support, EJM**  
 EJM  
[econjobmarket\\_sdhhelp@gmail.com](mailto:econjobmarket_sdhhelp@gmail.com)

Waiting for recommender to submit letter (remove)

< Main Menu Add a New Recommender >

**IMPORTANT NOTE:** It is your responsibility to notify your references of any pending requests for recommendation letters on you in EJM. EJM notifies recommenders when their accounts are created for the first time, and the first time a candidate names someone as their reference, but not *subsequent* times. References may choose to have their reference requests handled by a proxy that they can name, and can choose to divert any notices from EJM to their proxy. References can also set preference settings that directs EJM to send them periodic email notices reminding them of the status of requests for recommendation from various job applicants on EJM (or not). Please note that by design, EJM has no facility that automatically notifies your references by email *each time* you apply to a new ad, and no button you can press that will send them an automatic email reminder. Further, emails that EJM does send to references could be intercepted by spam filters. We do this to avoid bombarding references with email requests, and annoying them.

For all these reasons, you should directly email your references yourself and let them know that you are requesting a reference letter from them and to let them know of the application deadlines you are facing. By reviewing your references you will be able to see which references have not uploaded letters on you yet, and it will be your responsibility, not EJM's responsibility, to contact your references to ask them to do it before the deadlines of the various positions you are applying to on EJM. *Note that EJM DOES distribute reference letters that arrive AFTER an ad deadline has expired and it is no longer taking new applications, but EJM CANNOT GUARANTEE that the recruiting committees will necessarily download and read recommendation letters that arrive after an ad deadline has expired.* However in practice many recruiters evaluate applicants even if not all reference letters arrive: it is up to you to contact each recruiter that you apply to in order to find out their specific policies on this matter.

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For any questions that were not answered here, please consult our Candidate FAQ.

Posted by EconJobMarket.SDHHelp at 8:40 PM 4 comments:

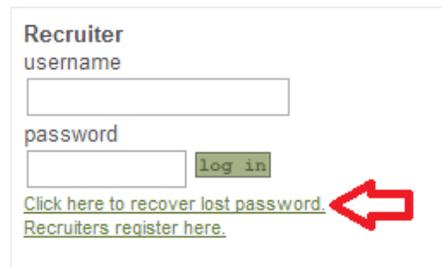


## FAQs: Recruiters

(Please note that you can click on any of the images in this page to see them at full-size.)

**Q: I lost my password. How can I recover it?**

1. Visit <https://econjobmarket.org/> and look for the candidate sign in area in the bottom center section of the page. Click on the “Click here to recover lost password” link.



Recruiter  
username  
  
password  
   
[Click here to recover lost password.](#)   
[Recruiters register here.](#)

2. Enter your email address and click “Recover.”



PIN Recovery  
Please enter your e-mail address below and click "Recover" to have your PIN sent to you.  
E-mail Address:  
  
 

3. Check your email. If you don't receive an email after a couple minutes, check your spam folder. Some universities have overaggressive spam filters.
4. If you cannot find the email in your spam filter, [contact support](#) as a last resort, and say that you have already exhausted these steps prior to emailing support.

Posted by EconJobMarket.SDHelp at 8:36 PM 8 comments:



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## How-To Guide: Recruiters

Updates coming!

Posted by EconJobMarket.SDHelp at 8:33 PM 24 comments:



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Tuesday, October 30, 2012

## Notes for Junior Candidates (2)

At this time of the year, EconJobMarket (EJM) gets a lot of support requests from candidates about specifying their references and about communicating with them. Here are a few common questions and answers related to references (also called “recommenders”):

*1. How are reference accounts established in EJM?*

EJM has a large database of references. A new reference account is established whenever a candidate specifies a reference for an application and provides the proper identification for this person (including the reference’s own email address), and when the reference does not already have an account. The database has been constructed over the past few years. If your references provided letters on job-market candidates in the past, they probably already have reference accounts with EJM. In this case, when you submit an application via EJM and give your references’ names and email addresses, they will be shown as already in the database.

*2. Are my references notified every time I submit an application? How can I be sure that they are prompted to submit their letters?*

References are notified when their reference accounts are initially established (that is, the first time they are named for an application). Subsequently, the notification schedule is determined by what the references specify in their account preferences (see point 6 in the October 15 blog post). If you want to make sure that your references know about your recent applications, you should communicate directly with them.

*3. My references say that they haven’t received any emails from EJM recently and they do not know how to log into the system. What do I do?*

Tell your references to use the reference [password-recovery link](#) on the EJM front page. Entering a reference’s email address into this form will generate a password reminder message, sent to this email address. Have your references check their email spam/junk folders if they don’t find the message in their in-boxes.

*4. In my department, a staff person handles the letters on behalf of the faculty references. I don’t want to bother my advisor with email messages from EJM. Should I specify the email address of the staff person when specifying references?*

No. EJM must keep track of individual references using a unique identifier, which is the email address. As noted above, references are not bothered with email reminders unless they specify that reminders be sent. References can designate proxies in the system; these are staff people who can access the system and upload letters on behalf of the references. If your department has such staff people, stay in contact with them to make sure that your application files are complete. To reiterate, do not associate a staff person’s email address with a reference in EJM. If you do, the reference will be denied. (Actual people check this.)

*5. If one of my references has multiple email addresses, which one should I use when specifying references in EJM? Can a reference change his/her email address in the system?*

Because EJM folks manually check to verify the identity of references, you should use the most “official” email address that your reference has (as opposed to gmail, yahoo, hotmail, etc., addresses that anyone can obtain without any formal identity verification). EJM staff retain the option and authority to use a different email address to create a reference’s initial account than the one a candidate might supply; this is done, in particular, if an official email address is known for the reference. When a reference gets a new account, he/she is free to log into the system and change the email address. If the initial email address used for the reference turns out not to be functional, then the reference may not get his/her account information. In such a case, please have the reference contact EJM support for assistance. When EJM approves a new reference account application, a notification is sent to the candidate and includes the email address of the reference. This is to help you determine if an incorrect email address has been used to establish the reference account.

*5. How can I ensure that my references write good letters on my behalf?*

Do brilliant work! Kidding aside, I’m sure you are doing your best. I hope your experience on the market is a good one.



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