

Notes on Job Market recommendation letters and the dossier services

Before I send any recommendation letters out on your behalf I will need to add you to the department's [Job Candidates webpage](#). Send me the information you see on that page: name, email address, CV, dissertation title, abstract, fields of concentration, references, references' email addresses, and the URL of your personal website if you are using one. I can omit posting to the Job Candidates site for past students returning to the job market; new job market candidates are a point of pride for the department and are presented in that light.

Keep in mind that I am not able to monitor application deadlines. Job candidates need to stay on top of that and will have to pursue faculty for recommendation letters themselves. It takes me very little time to process requests to upload or send letters. It takes A LOT of time to write letters. Plan accordingly.

Recommenders should send pdfs of their letters--on official letterhead and signed—to gradinfo@econs.umass.edu. I will keep them confidential. I will also proofread them. Even if recommenders prefer to send their letters themselves, it is useful for me to have copies for those instances where job applications require all letters to be sent at the same time.

AEA/JOE (<https://www.aeaweb.org/joe/>) is the most sophisticated of the dossier services we'll be using. Bear in mind that the system is designed so that, as a proxy, I'm providing a service to the recommender, NOT the job candidate. Recommenders have, or create, an account in AEA/JOE. Logged in to their account, they are able to assign me (Mark Landeryou at gradinfo@econs.umass.edu) as their surrogate. AEA/JOE sends me a notice that I've been appointed a surrogate by such-and-such a recommender, and, if all goes well, I'm able to confirm the arrangement. That done, the next step is for the recommender (or me, their surrogate) to identify individual job candidates for whom we are furnishing letters. This will work only after the job candidates have set up AEA/JOE accounts of their own. Note that candidates may need to adjust their profile settings to 'public'. (This is the error message a letter writer or proxy can get from a candidate search using a unique email address: *"No search results found. If the candidate you are looking for does not have a public profile they will need to be the one who adds you as their letter writer."* This problem goes away when the candidate adjusts their profile setting, but it also suggests that candidates can choose letter writers from their accounts.) Once job candidates have been chosen, letters can be uploaded, assigned expiration dates, and marked for automatic delivery.

When a job candidate applies to an AEA/JOE-listed job, they are asked to identify their recommender through a search screen using the recommender's name and/or professional e-mail address (NOT gradinfo@econs.umass.edu). If the recommender has already uploaded a letter and marked it for automatic mailing, then the letter is sent immediately, and both the job candidate and their recommender (and the proxy) will be able to see (and confirm) where it was sent and when.

For EconJobMarket (<https://www.econjobmarket.org/>), as for AEA/JOE, candidates identify recommenders by their name and e-mail address: e.g., Michael Ash mash@econs.umass.edu. There's a search screen. See <http://econjobmarketblog.blogspot.com/> for a pretty good set of instructions for both recommenders and candidates (don't neglect to go all the way to the bottom of that page to see Notes for Junior Candidates (2)). Recommenders, if they don't want to upload letters themselves, need to assign me (Mark Landeryou at mlanderyou@umass.edu) as proxy. EJM no longer allows me to use my [gradinfo](mailto:gradinfo@econs.umass.edu) address. Once that's done, I (as proxy) or the recommender (if they are not using a proxy) need to wait for the candidate to initiate their first job application through EJM in which they identify the recommender (Michael Ash at mash@econs.umass.edu, NOT Mark Landeryou at mlanderyou@umass.edu, NOT Michael Ash at mlanderyou@econs.umass.edu). With that first application, EJM will associate the job candidate's name with the recommender's account, and the recommender (or I, as their proxy) will be able to upload a recommendation letter for automatic delivery. For future job applications through EJM, when candidates specify recommenders they have used before, their letters will be sent automatically until the expiration limit turns off automatic delivery. (The default expiration limit is 90 days. I recommend setting this, instead, to one year.) EJM actually vets recommenders, so it's important to give EJM real email addresses. As with AEA/JOE, both candidates and recommenders can see a history of where and when letters were sent. Keep in mind that EJM is VERY sparing of their email notifications. When a job candidate applies for their first job they need to contact me or their recommenders to remind them to upload letters. EJM won't do that automatically.

Interfolio (see <http://support.interfolio.com/>) is a bit different. Interfolio doesn't use proxies or surrogates. To get recommendation letters through this service, we start with my setting up an Interfolio account for gradinfo@econs.umass.edu. (That's done.) When a job candidate wants a recommendation letter from someone who is willing to work through me, they log in to their Interfolio account, hit the 'Letters' button on their dashboard, and, under "My Letters of Recommendation", click 'request form'. Candidates fill out this form one of two ways, depending on who is going to upload the recommendation letter. If the recommender is going to do it himself, then you would use his real name and email address. If I am to upload letters, then the candidate completes a separate request form for each recommender using *their* name and *MY* email address: e.g., Michael Ash at gradinfo@econs.umass.edu, Carol Heim at mlanderyou@econs.umass.edu, etc. In either case, the form automatically generates an email which guides the recipient (the recommender or me) through the upload process. *[In 2018 Interfolio began rejecting multiple recommenders using the same email address. Assuming this remains the case, you may use my other three email addresses: mlanderyou@econs.umass.edu, mlanderyou@umass.edu, and gradinfo@umass.edu. It's not a good solution, but it's what we have.]* Once the letters are uploaded the job candidate can re-use them for other job applications. Unlike AEA/JOE and EJM, I won't know what applications have been filed after that first letter request, though job candidates should be able to see a history of their requests. Note: letters are uploaded with default titles that the candidate will want to change for subsequent job applications. Candidates can do this easily from their account. (On the first screen after you log in, click on 'Materials'.) I can't do it from my account.

One other site is worth knowing about: Academic Jobs Online (<https://academicjobsonline.org/ajo>). If I am to upload multiple letters to AJO, you should use my email (gradinfo@econs.umass.edu) as your reference writer on your coversheet and check the box "*must check here if the person above will upload letters on behalf of multiple writers*". AJO's FAQs are helpful, though a little confusing to navigate.

For most of these services I have collected sample screens that you can find at the bottom of our webpage [Graduate>Job Market Candidates](#).

For job applications through in-house services, you'll have to use your best judgment in following their instructions. In general, they email reference requests to whatever email addresses you give. In most cases you'll want to follow the Interfolio model: give the recommender's name, but one of my email addresses. You'll find many instances where a job is posted on AEA/JOE or EJM but the application is submitted elsewhere. Follow the instructions on the website. Some in-house hiring packages won't let you use a single email address for multiple recommenders so you may need to use my alternate email addresses.

I've appended some sample job advertisements at the bottom of this document.

Occasionally a recommender will want to write separate letters for different kinds of job application. Most typically, one will be for academic jobs (assistant professors), the other for non-academic jobs (research, business, or government). This can be accommodated, but understand that all of your AEA/JOE and EJM letter submissions will need to be handled manually and that you will need to identify which letter needs to be sent to each hiring institution.

Candidates: One final, important, note about non-UMass reference letters... AEA/JOE and EJM permit their recommenders to assign only one proxy at a time. That means that if a UMass job candidate seeks a letter from a non-UMass recommender, if that non-UMass recommender makes me her proxy, she will have to take full responsibility for all the other non-UMass job candidates she's writing letters for. In other words, if she has other non-UMass students she is writing for she will need to sign into AEA/JOE or EJM herself to upload or maintain those letters. She will also need to understand that I will be able to see all those letters. Non-UMass recommenders may have their own non-UMass proxies who can upload letters to AEA/JOE and EJM. You'll still be able to see that the letters are available and see where they've been sent. I will not be able to see this. Be sure, though, to have your non-UMass recommenders send me copies of your letter so that I will have them on file to satisfy requests made outside of AEA/JOE or EJM.

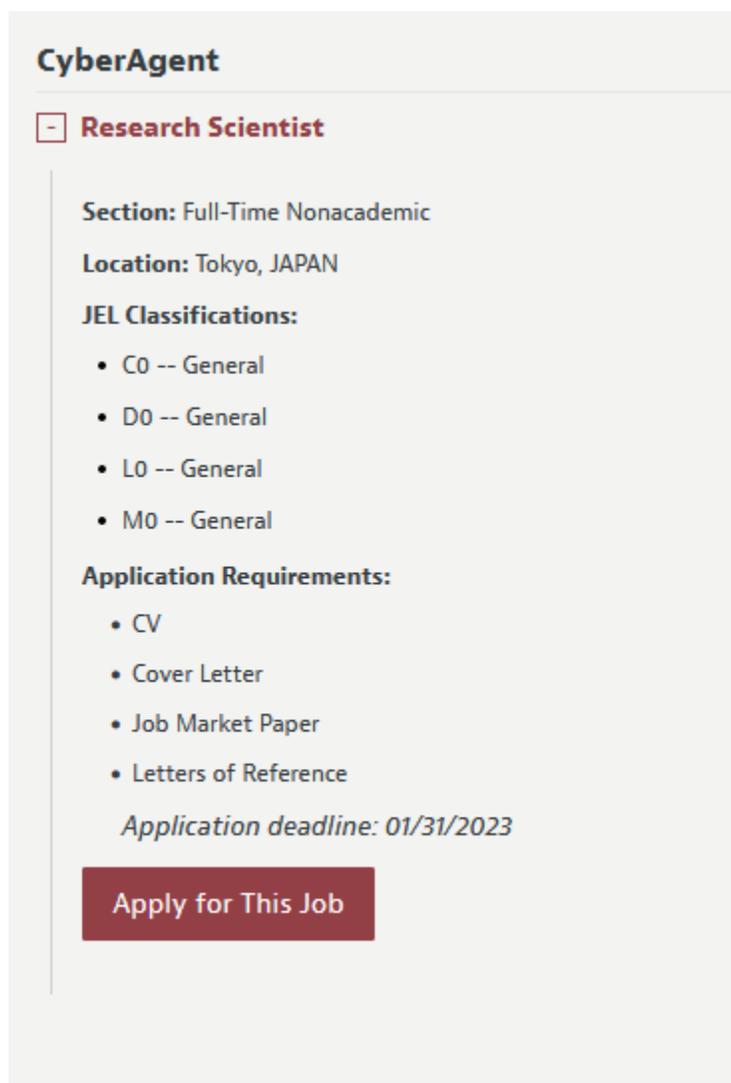
Faculty: the flip side of this is that if you have non-UMass students for whom you are writing letters, you should work closely with your recommendees to be sure they understand the process. Specifically, you should upload their letters

yourself to AEA/JOE and EJM, or have me, as your proxy, do it. Then you and your recommendee should probably decide how best to fill their other job application requests. If they belong, or have belonged, to a university, there's a good chance they have their own departmental person collecting letters and filling requests. In that case you (or I) should email a copy of your letter to the appropriate person in their home department. If they don't have a home department, then I'm willing to help as a service to you.

Mark Landeryou
Graduate Program Assistant
Economics
Crotty Hall 102

Here are some sample AEA/JOE job advertisements:

This is an example of a job application that would be filed directly through AEA/JOE. All the application materials are stored in JOE; you need a JOE account to submit the application:



CyberAgent

Research Scientist

Section: Full-Time Nonacademic

Location: Tokyo, JAPAN

JEL Classifications:

- C0 -- General
- D0 -- General
- L0 -- General
- M0 -- General

Application Requirements:

- CV
- Cover Letter
- Job Market Paper
- Letters of Reference

Application deadline: 01/31/2023

[Apply for This Job](#)

In this case ASU advertised in JOE but refers applicants to Interfolio to file an application:

Arizona State University

W. P. Carey School of Business

Economics

Assistant/Associate/Full Professor - Macroeconomics

Section: US: Full-Time Academic (Permanent, Tenure Track or Tenured)

Location: Tempe, Arizona, UNITED STATES

JEL Classification: 00 -- 00 - Default: Any Field

Application Requirements:

- External Application Link

[Apply for This Job \(link\)](#)

In this case Babson has its own in-house hiring software. The link in the AEA/JOE advertisement takes you to Babson where you follow their instructions:

Babson College

Economics Division

Economics

Full Time Academic Date Posted: 08/08/2022

Full Time Academic Date Posted: 08/08/2022

Section: US: Full-Time Academic (Permanent, Tenure Track or Tenured)

Location: Wellesley Hills, Massachusetts, UNITED STATES

JEL Classification: D -- Microeconomics

Application Requirements:

- External Application URL and Instructions Below

Application deadline: 12/02/2022

Application Instructions:

Interested candidates should submit their applications through Babson College's online hiring system at: <https://babson.peopleadmin.com/postings/6315>. Submissions must include a letter of interest explaining why they are seeking employment at Babson College, curriculum vitae, graduate transcripts, evidence of teaching ratings/teaching excellence, statement of teaching philosophy, and one or more research papers. Graduate transcripts must be uploaded under the "Other" document category.

Babson's online hiring system will ask for contact information of three references, and it will send them a link to upload their letters. Letters must be uploaded through Babson's online hiring system.

For full consideration, complete applications must be received by December 2, 2022. Applications received after that date may be considered until the position is filled.

[Apply for This Job \(link\)](#)

Here are a couple of sample EJM job ads:

Princeton receives its application documents through EJM:

Featured advertisement

Assistant Professor
Princeton, United States • [map](#)
Starts 2023-09-01.

Economics [W](#)
Princeton University [W](#)

Assistant Professor
Any field

1 Sep 2022
31 Jan 2023
31 Jan 2023

[Save](#) [Hide](#)

The Department of Economics will have one or more faculty openings starting September 2023. Appointments may in some cases be joint with the Economics Department and the Princeton School of Public and International Affairs. Appointments will normally be at the rank of assistant professor. Complete applications including cover letter, CV, job market papers, and at least 3 letters of recommendation will be reviewed starting December 1, 2022. Primary emphasis is placed on qualifications, including Ph.D., outstanding academic record and teaching experience. The Department values diversity among its faculty and strongly encourages applications from women and members of underrepresented groups. This position is subject to the University's background check policy. Applications should be submitted online at <https://econjobmarket.org>. For more information on how to submit application materials, please refer to: <https://economics.princeton.edu/junior-search/>. Princeton University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. To apply for this position, create an Applicant profile.

Location of job: Julis Romo Rabinowitz Building, Department of Economics, Princeton, NJ, 08540, United States ([map](#))

Degree required: Doctorate

Job start date: 2023-09-01

Job duration: Continuing/permanent

Letters of reference required: 3

Interviews: Interviews will be conducted remotely by video

Application deadline: 31 Jan 2023 **midnight UTC**

These are their instructions linked in their job ad:

Junior Search

Applying for an Assistant Professor Position

All candidates must submit an online application through [EconJobMarket.org](https://econjobmarket.org). Through this site, you will create an application and submit all supporting material. Starting September 1, 2022, you may begin submitting your materials directly by clicking the link posted here.

How to Apply:

Submit your job market materials to: <https://econjobmarket.org>.

- ✓ Log in to the EconJobMarket website.
- ✓ Click the "Job Postings" link in the main menu of the "Home" page, and then click "All Regular Postings."
- ✓ To search for Princeton University, use the drop-down menu titled "All Organizations" and select "Princeton University." Then click "Search."
- ✓ Next, click the job posting link.
- ✓ Lastly, click the "Apply Now" link.
- ✓ Once on the application page, you will need to include your CV, one research/job market paper, and three letters of recommendation.
- ✓ After you have entered all of your data and uploads, click "Submit Application."

BU posted their ad on EJM but will receive their application materials through AJO:

Featured advertisement

Boston University; Department of Economics
Boston, United States • [map](#)
Starts 2023-07-01.

Economics 
Boston University 

Assistant Professor
Any field

18 Aug 2022
15 Nov 2022
31 Jan 2023

The Department of Economics has openings at the rank of Assistant Professor. Field of specialization is open. Candidates should have, or expect to complete, a PhD in economics by July 1, 2023, and they must have an exceptional record of teaching and research. The successful candidates will conduct research, teach courses at the undergraduate and graduate levels, mentor students, and perform service to the Department, the University, and the profession. Salary, benefits, and research support are competitive. To apply, please submit materials at <https://academicjobsonline.org/ajo/jobs/22348>. The application deadline is November 15, 2022, or until the position is filled. Boston University and the Department of Economics are committed to building a culturally, racially, and ethnically diverse scholarly community. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are a VEVRAA Federal Contractor.

To apply, visit <https://academicjobsonline.org/ajo/jobs/22348>. (See posting for details.)

Location of job: 270 Bay State Road, Boston, MA, 02215, United States ([map](#))

Degree required: Doctorate

Job start date: 2023-07-01

Job duration: Continuing/permanent

Letters of reference required: 3

Interviews: Interviews will be conducted remotely by video starting January, 2023.

UC Davis has advertised on EJM but contracted with a private firm to manage its application paperwork. You'll just have to follow their links and instructions:

Assistant Professor (Tenure-track) to Associate Professor (Tenured) in Business Davis, United States • map Flexible start date.	Graduate School of Management University of California, Davis W	Assistant Professor Econometrics • Business Economics	11 Aug 2022 1 Jun 2023 1 Jun 2023
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Assistant Professor (Tenure-track) to Associate Professor (Tenured) in Business Analytics 2023

The University of California, Davis, Graduate School of Management invites applications for a position in Business Analytics at the assistant (tenure-track) and associate levels (tenured). Applicants whose research (i) studies the impact of analytics on institutional actions, decisions, or outcomes, (ii) involves the use of massive datasets, and (iii) advanced computational and econometric approaches (such as causal inference, deep learning, natural language processing,

[. . .]

outstanding faculty. <https://academicaffairs.ucdavis.edu/partner-opportunities-program-pop>.

To apply, visit <https://apptrkr.com/3322292>

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<https://www.jobelephant.com/>

To apply, visit <https://apptrkr.com/3322292>. (See posting for details.)

Location of job: 540 Alumni Ln, Davis, CA, 95616, United States ([map](#))

Degree required: Doctorate

Job start date: Flexible

Job duration: Continuing/permanent

Letters of reference required: 3