

FAQ #21 for Job Applicants [\[faq\]](#)

Subject	Can our dept staff (or university letter service) upload all my letters? How to set up reference letter proxy?
Question	We have an office staff who handles all reference letters. Is there a way to have the office staff upload my letters?
Answer	<p>There are 2 ways to do this:</p> <p>#1. You enter all your faculty letter writers, each with a different and unique email address, in your standard coversheet page. [If a staff is only responsible for uploading one reference writer's letters, you can just use that staff's email address, instead of the writer's actual email, and the writer's name in the reference entry, and skip this FAQ.] The letter writers can designate the same office staff to be their proxy and then the office staff will receive all letter requests and can upload letters on their behalf.</p> <p>To do that, the writers have to login to enter the office staff's email as their proxy. It's really easy for them to do; just login and click on the 'proxy' link near the bottom. They only need to do this once and the proxy works for all applicants they may have.</p> <p>#2. If you really don't want to bother your writers (or you are dealing with a letter service directly), you need to enter the office staff's name and email, as a new reference entry, in your standard coversheet page only once, AND check the "must check here if the person above will upload letters on behalf of multiple writers:" checkbox. To email the login info to the staff person, check the "email notify writer on submit?" checkbox and submit. Using this option, there is no need to enter each actual faculty reference writers on your coversheet at all; only one entry for the staff person is sufficient. It's really important that you check the checkbox.</p> <p>Then this staff person can login and post all your letters (by clicking on your name on the Refs or Proxies list). It's good idea to tell the person to enter the writer's full name in the upload form. If multiple letters have been scanned into a single file, the staff person MUST enter all the writers' names and separated them by semicolons(;). The last point is important so your letters will be counted properly. Please note the staff person's name and email will be listed on your job applications, but the real writer's name will be displayed after each letter uploaded. *** Note to the staff person: if the letters you are asked to upload are generic in their contents, please upload them as generic letters (i.e., not select any employers on the uploading form). That way you only need to upload the same letters once. ***</p> <p>Note to method #2: if you (the applicant) forgot to check the "must check here if the person above will upload letters on behalf of multiple writers" box on your coversheet form and the staff has already uploaded the letters, you'll find that system doesn't count your letters correctly on your Status page, since there is no way for the system to tell whom the actual writer is for each of the letters. To fix it, please check that box on your coversheet form for that staff and submit, *then* ask the staff person to login and click on the 1st link for each of the letters to enter the actual writer's name, check the box "keep the original uploading date unchanged", and submit.</p> <p>-----</p> <p>Method #1 is preferred, and #2 is widely used too (but hey, sometimes you have to do what you have to do:-)</p>
Date	2007/11/01 23:34:32

Reference Letter Submission for [Peter Bent](#) [applications]

Please fill out and submit the following form to upload your letter for the applicant.

- Since the system is a real-time application system and the employers always access your latest reference letters directly online, you must keep all the reference letters in your account and be careful not to replace existing letters when you upload new ones.
- The "Entry Name" is your own private name for the letter and it can be anything you like. Check the checkbox if you want the applicant to see it. **The "Writer's Name(s)" is a list of the full names of the actual reference writers who wrote the letters; they must be separated by semicolons (;) if more than one letters are included in the file.**
- You can select a file (PDF format preferred, less than 8MB in size) from your local system (or the iCloud Drive on an Apple mobile device) by clicking on the "Browse" or "Choose File" button (or you can simply drag and drop a file onto it directly). Or enter the text of the letter directly by clicking on the "here" link below to open a text input area.
- Click on the "Submit" button near the bottom to actually upload the letter. The "Delete" button (if there) can be used to delete an existing letter.
- **A generic letter needs to be uploaded only once, no matter how many places the applicant is applying. Please do not upload the same letter more than once.** Click on the "Refs" link above to see all your existing letters. Click on the "[applications]" link to see the positions applied.
- Reference letters submitted are strictly confidential at this site. Applicants can't view them under any circumstances.

Part 1. What to do?	<input checked="" type="radio"/> Post it as a new letter <input type="radio"/> Replace Bent_Peter_-_Esteves.pdf (Bent_Peter_-_Esteves.pdf, PDF , PDF , 153655 bytes, 4 pages, by Rui Esteves, generic letter, posted 2017/10/24) <input type="radio"/> Replace Bent_Peter_-_Heim.pdf (Bent_Peter_-_Heim.pdf, PDF , PDF , 60634 bytes, 2 pages, by Carol Heim, generic letter, posted 2017/10/24)
Entry Name	<input type="text" value="Reference Letter"/> <input type="checkbox"/> same as filename, <input type="checkbox"/> allow applicant to see the Entry Name.
Part 2. Writer's Name(s) *	<input type="text"/> (multiple writers' names must be separated by semicolons(;))
Part 3. Select your letter file *	Select a file to upload <input type="text"/> <input type="button" value="Browse..."/> OR type in text/URL/HTML directly here .
Part 4. Access permissions (optional)	<p>*** No need to change the default permission here if you are submitting a generic letter ***</p> <p>The default permission is that your letter, once submitted, could be viewable to any institutions/employers where this applicant makes an application and for which you don't have a tailored letter, and it's called a <i>generic letter</i>.</p> <ul style="list-style-type: none"> • You may limit access to your letter to one employer if necessary (and it's called a <i>tailored letter</i>,) by clicking on this → • Alternatively, if you want to submit a letter for all the applications of a given type (such as postdocs) only, please click on this → • <i>Please submit your letter as a generic letter if possible, to avoid the need to submit any more letters.</i>
Expiration *	<input type="text" value="2019/04/24"/> (YYYY/MM/DD, the last day this can be used to apply for jobs)

Part 5.

Part 5. Reference Letter Submission: Verification

- [Peter Bent <pbent@umass.edu>](mailto:pbent@umass.edu) (emailed 2017/10/24, [applications](#) deadline 2018/04/13)

- [Bent_Peter_-_Young.pdf](#) [[Bent_Peter_-_Young.pdf](#) ([PDF](#) ← NOW CLICK THIS TO VERIFY, 3 pages, 185919 bytes, posted 2017/10/24, generic letter, ✓) for Kevin Young]

- Click the PDF link above to make sure the converted PDF file looks OK (or click [here](#) if your PDF viewer doesn't work properly). **If the PDF file looks OK, the uploaded letter is successfully submitted and confirmed, no further action from you is required.** If it doesn't look OK, you can try to click [here](#) to see if a better PDF file can be made without conversion.
- The letter expires on 2019/04/24
- The letter is set to be viewable by all employers to which the applicant has applied or will be applying at this website.
- If you need to upload another letter for the same applicant in addition to this one, please click [here](#). DO NOT use your web browser's back button unless you want to redo this upload.

Press to confirm it as verified





Done Reference Letter Submission: Confirmation

Your letter has been successfully submitted. This is the final confirmation. You can click on the [Refs](#) link above to see all the letters you have already submitted, or click on [Logout](#) to log out. Thank you.







If you need to upload another letter for the same applicant, please click [here](#). DO NOT use your web browser's back button.

Reference Letters: gradinfo@econs.umass.edu

The following applicants have asked for your reference letters. You can

- Click on an applicant's **name** or  below to enter a new letter or view his/her standard coversheet.
- Click on the "**applications**" link, in the parentheses, to see where/when your letters are needed, or to upload tailored letters.
- Click on an existing reference letter (the 1st link on the line) to replace it, delete it, change its access permission or expiration date.
- Click on  below to see the detailed **permission settings** of your existing letters for the applicant.
- Click on  below (to turn it into ) to not use the letter in any applications. Please note applicants can change them as well.





[more important info...](#)

- [Peter Bent <pbent@umass.edu>](#) (emailed 2017/10/24, [applications](#) deadline 2018/04/13)  
 - [Bent Peter - Young.pdf](#) [Bent_Peter_-_Young.pdf ([PDF](#), [PDF](#), 3 pages, 185919 bytes, posted 2017/10/24, generic letter, ) for Kevin Young]
 - [Bent Peter - Epstein.pdf](#) [Bent_Peter_-_Epstein.pdf ([PDF](#), [PDF](#), 2 pages, 51689 bytes, posted 2017/10/24, generic letter, ) for Gerald Epstein]
 - [Bent Peter - Esteves.pdf](#) [Bent_Peter_-_Esteves.pdf ([PDF](#), [PDF](#), 4 pages, 153655 bytes, posted 2017/10/24, generic letter, ) for Rui Esteves]
 - [Bent Peter - Heim.pdf](#) [Bent_Peter_-_Heim.pdf ([PDF](#), [PDF](#), 2 pages, 60634 bytes, posted 2017/10/24, generic letter, ) for Carol Heim]







If preferred, you can choose a [proxy](#) to handle all your reference letter requests.

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[more important info...](#)



- [Peter Bent <pbent@umass.edu>](#) (emailed 2017/10/24, [applications](#) deadline 2018/04/13)  
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 - The letter expires on 2019/04/24
 - The letter is set to be viewable by all employers to which the applicant has applied or will be applying at this website.
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 - The letter is set to be viewable by all employers to which the applicant has applied or will be applying at this website.
 - [Bent Peter - Esteves.pdf](#) [Bent_Peter_-_Esteves.pdf (PDF, PDF, 4 pages, 153655 bytes, posted 2017/10/24, generic letter, ) for Rui Esteves]
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 - [Bent Peter - Heim.pdf](#) [Bent_Peter_-_Heim.pdf (PDF, PDF, 2 pages, 60634 bytes, posted 2017/10/24, generic letter, ) for Carol Heim]
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If preferred, you can choose a [proxy](#) to handle all your reference letter requests.

[Refs](#) * [Jobs](#) * [Employers](#) * [Help](#) * [Logout](#) * [Reload](#).

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Current Applications By [Peter Bent](#)


The following is the list of positions currently applied by Peter Bent on this server, and your letters (if any) which could be available to each application. Those applications marked with  (if any) are not requesting letters from you right now (but they might do it later), and the others do need your letters as soon as possible. Click on  below to upload a tailored letter for the corresponding employer/positions; or you can click [here](#) to upload a generic letter for all the employers which don't have a tailored letter. Click on the name (the 1st link of the line) of an existing letter to update it or to delete it.


- [Duke Kunshan University](#)  
 - [\[SSFACULTY2\] Faculty Positions \(Rank Open\) in Social Sciences - 2018/04/13](#) 
 - [Bent Peter - Young.pdf](#) (Bent_Peter_-_Young.pdf, PDF, PDE, 185919 bytes, 3 pages, by Kevin Young, generic letter, posted 2017/10/24)
 - [Bent Peter - Epstein.pdf](#) (Bent_Peter_-_Epstein.pdf, PDF, PDE, 51689 bytes, 2 pages, by Gerald Epstein, generic letter, posted 2017/10/24)
 - [Bent Peter - Esteves.pdf](#) (Bent_Peter_-_Esteves.pdf, PDF, PDE, 153655 bytes, 4 pages, by Rui Esteves, generic letter, posted 2017/10/24)
 - [Bent Peter - Heim.pdf](#) (Bent_Peter_-_Heim.pdf, PDF, PDE, 60634 bytes, 2 pages, by Carol Heim, generic letter, posted 2017/10/24)

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Candidate's view, gradinfo is proxy for Dube & Conlon; Ganguli maintains her own letters. Note the "must check here" box

Please enter all your references for all your applications below. Click on  below if you need more space. Please read this [FAQ](#) if your works. **DO NOT** check the "email notify writer on submit" or "email again" boxes below if you don't need to request actual reference letters now

Reference #1 : concerns teaching email notify writer on submit ( not notified yet)

Email:* (must be valid & unique)

Name:*

Affiliation:

check here to indicate this writer wants to send references by postal mail

must check here if the person above will upload letters on behalf of multiple writers:

(optional, multiple names separated by semicolons(;))

Reference #2 : concerns teaching email notify writer on submit

Email:* (must be valid & unique)

Name:*

Affiliation:

check here to indicate this writer wants to send references by postal mail

must check here if the person above will upload letters on behalf of multiple writers