Initiating Letters of Recommendations

1. Navigate to your Job by clicking the Jobs link on the top toolbar.

2. Now click on the Title of your Job to open your requisition.
3. Now click on the View Applications link at the top of your requisition. This will bring you to the page with all of your applicants displayed.

4. To move multiple applicants to the Faculty Letters of Recommendation status follow the steps outlined below. Moving applicants to this status will trigger the system to automatically send emails to each of the applicant’s references which will be accessible to the search committee and record keepers.
   a. Put the same color check mark by the applicants that you would like to move to the Faculty Letters of Recommendation status.
b. Next select the “Bulk move”

![Bulk move screenshot]

- Select a bulk action
- Select: Bulk compile and send
- Select: Bulk move
- Select: Bulk move and send

![Select bulk action]

- All
- Submitted
- Status
- 8 Oct 2018
- New
- Anderson

- Search
- Results

- TESTMigration_Requisition_OFFER_CARD (494)

- You have just moved 4 applicants to the status 'New'.

- Bulk action status: 4 Applicants Complete
- You have requested to move 4 applicants.
- Select a status to move these applicants to:

- Faculty Letters of Recommendation
- New
- APS-CME Review
- PSU A Review
- PSU B Review
- USA/MTA Review
- Minimally Qualified
- Screened - No Longer Under Consideration
- Phone Screen
- Screened - No Longer Under Consideration
- Interview
- Interviewed - Not Selected for Hire
- Recommended For Hire
- Offer Made
- Offer Accepted
- Background Check in Progress
- Offer Declined
- Hired
- Ineligible

- Select

![Select application status]

- On the next screen select Faculty Letters of Recommendation from the “Application status” drop down menu. Once selected click the Next button.

![Select application status drop down]

- Interviewed - Not Selected for Hire
- Recommended For Hire
d. Next click the Move Now button at the bottom of the page. This will move your selected applicants to the Faculty Reference Check status, thus triggering emails to be sent to each of their references requesting letters of recommendations.

e. If done correctly you should be brought back to the page below now showing your applicants in the Faculty Letters of Recommendation status.
5. To move one individual to the Faculty Letters of Recommendation status simply click on their status to initiate the Change application status pop-up window.

   a. If your pop-up blockers are disabled then the following pop-up should appear. Select the Faculty Letters of Rec. status from the list and click the next button.
b. On the next page click Move Now to place that applicant into the Faculty Letters of Rec. status. This will trigger the system to email their references a link they can follow to upload their letters confidentially.

6. To access and view an applicant’s references and resend the email request for reference letters follow the steps below.
   a. Click on the Applicant’s first or last name to open their Applicant Card. Then click the “View References” link
b. A pop-up page should appear with the applicant’s reference information as displayed below. Click the send or resend link on the far right hand side of the page for the reference you wish to send the invitation to.

c. On the next page select Amherst Online reference check form in the “Online reference check form” drop down. Then enter the number of days you wish to keep the invitation link live for. Next click the send button at the bottom of the page. This will send the email out to that reference inviting them to upload their letter of recommendation.
7. To upload a reference letter directly into PageUp follow the steps below:
   a. Click on the applicant’s first or last name to launch their Applicant Card. Then click the small “Action” button.
   b. Next select “Add document” from the Actions drop down list.
c. A pop-up window should appear. Make sure to select Amherst Faculty References as the Document Category. Then use the Upload file button to find your saved letter on your computer. Once found click the Submit and Close or Save and add another buttons to upload your reference letter. This will upload your letter to that application as a reference letter document not viewable by the applicant.

![Image of upload window]

![Image of Applicant Card with uploaded document]

d. If you uploaded your document successfully you will see it displayed in the History section of the Applicant Card as shown below.