CALPOLYJOBS – Reference Module

This guide will help the Hiring Manager and/or Appointing Authority use the following features of the reference module in Cal Poly Jobs.

CONTENTS

CHANGING AN APPLICANT STATUS TO REFERENCES REQUESTED 2

CHANGING MULTIPLE STATUSES AT ONE TIME 5

CHANGE AN EMAIL ADDRESS 8

ADDING A NEW REFERENCE ENTRY 10

ATTACHING A REFERENCE LETTER 12

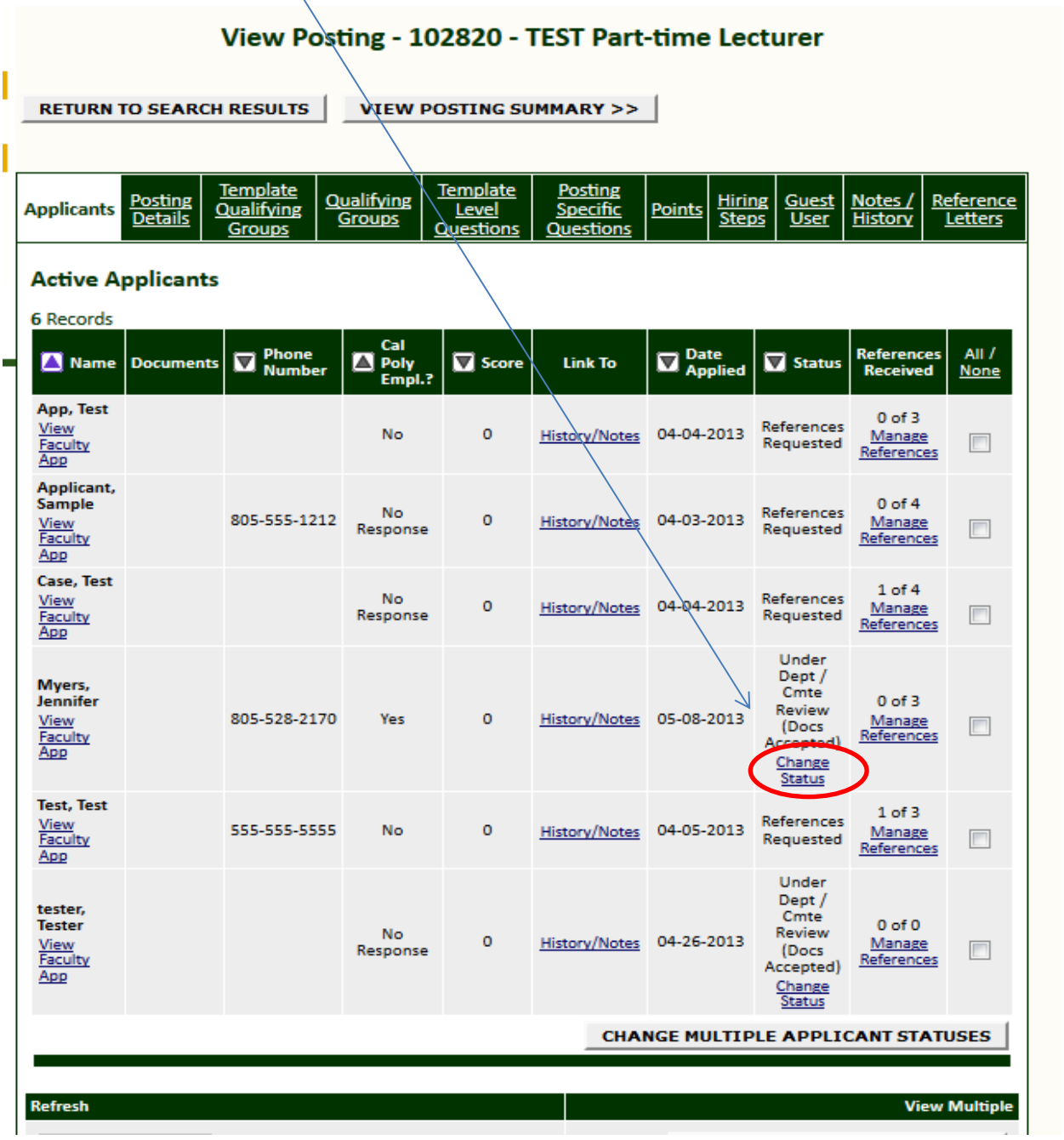
RESENDING THE LINK TO THE REFERENCE PROVIDER: 17

SYSTEM-GENERATED REFERENCE PROVIDERS EMAIL 18

CHANGING AN APPLICANT STATUS TO REFERENCES REQUESTED

**Please note that only applicants at a semi-finalist or finalist status (first or second-level interview stage) should have their reference providers solicited. Please DO NOT solicit letters from all applicants!

Click on the "Change Status" link.



View Posting - 102820 - TEST Part-time Lecturer

RETURN TO SEARCH RESULTS | VIEW POSTING SUMMARY >>

Applicants | Posting Details | Template Qualifying Groups | Qualifying Groups | Template Level Questions | Posting Specific Questions | Points | Hiring Steps | Guest User | Notes / History | Reference Letters

Active Applicants

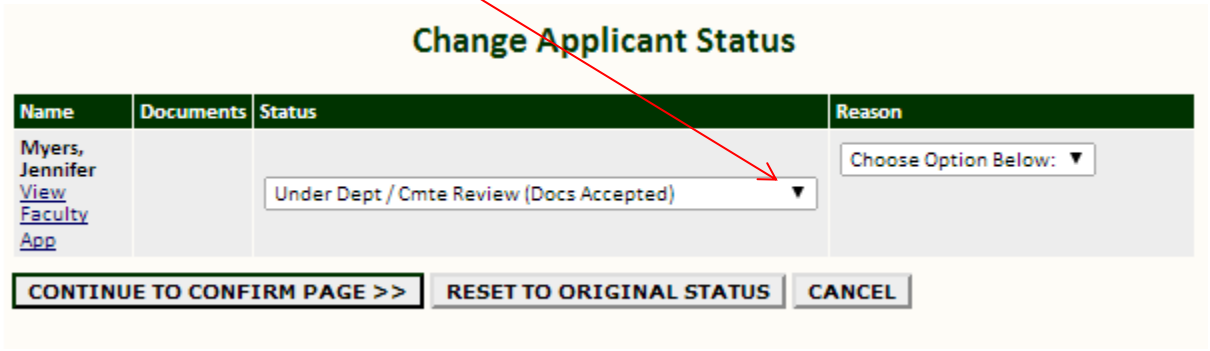
6 Records

Name	Documents	Phone Number	Cal Poly Empl.?	Score	Link To	Date Applied	Status	References Received	All / None
App, Test View Faculty App			No	0	History/Notes	04-04-2013	References Requested	0 of 3 Manage References	
Applicant, Sample View Faculty App		805-555-1212	No Response	0	History/Notes	04-03-2013	References Requested	0 of 4 Manage References	
Case, Test View Faculty App			No Response	0	History/Notes	04-04-2013	References Requested	1 of 4 Manage References	
Myers, Jennifer View Faculty App		805-528-2170	Yes	0	History/Notes	05-08-2013	Under Dept / Cmte Review (Docs Accepted) Change Status	0 of 3 Manage References	
Test, Test View Faculty App		555-555-5555	No	0	History/Notes	04-05-2013	References Requested	1 of 3 Manage References	
tester, Tester View Faculty App			No Response	0	History/Notes	04-26-2013	Under Dept / Cmte Review (Docs Accepted) Change Status	0 of 0 Manage References	

CHANGE MULTIPLE APPLICANT STATUSES

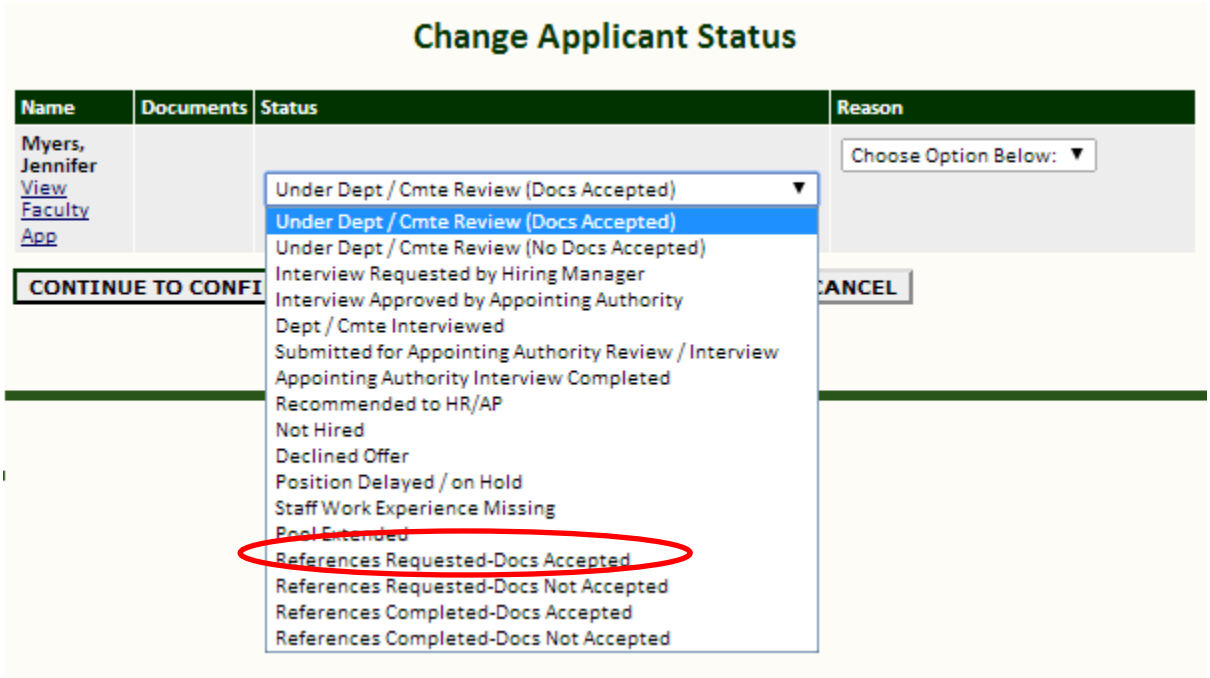
Refresh | View Multiple

Open the Status drop down menu.

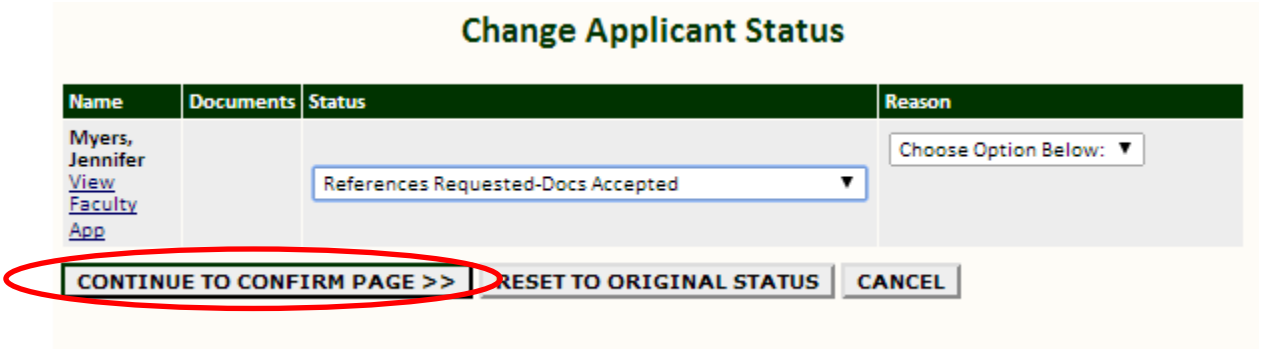


Select the correct status. Most departments use the Docs Accepted choice.

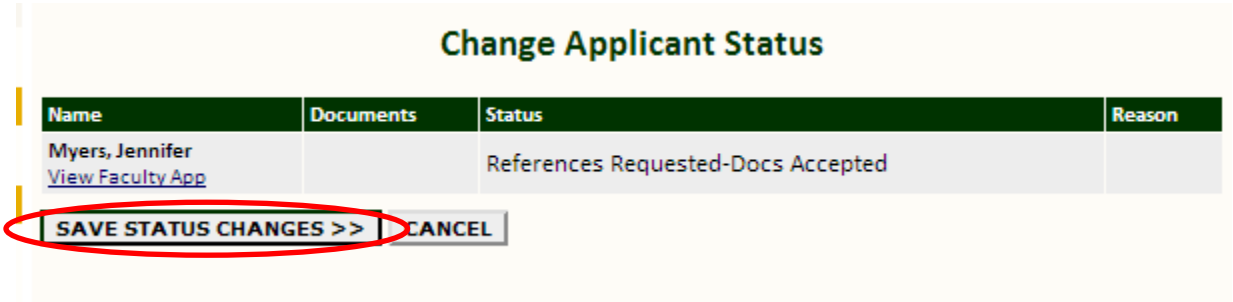
Reference Requested – Docs Accepted (applicant is still able to upload documents)
Reference Requested – Docs Not Accepted (applicant can no longer upload documents)



Click the “Continue To Confirm Page” button.



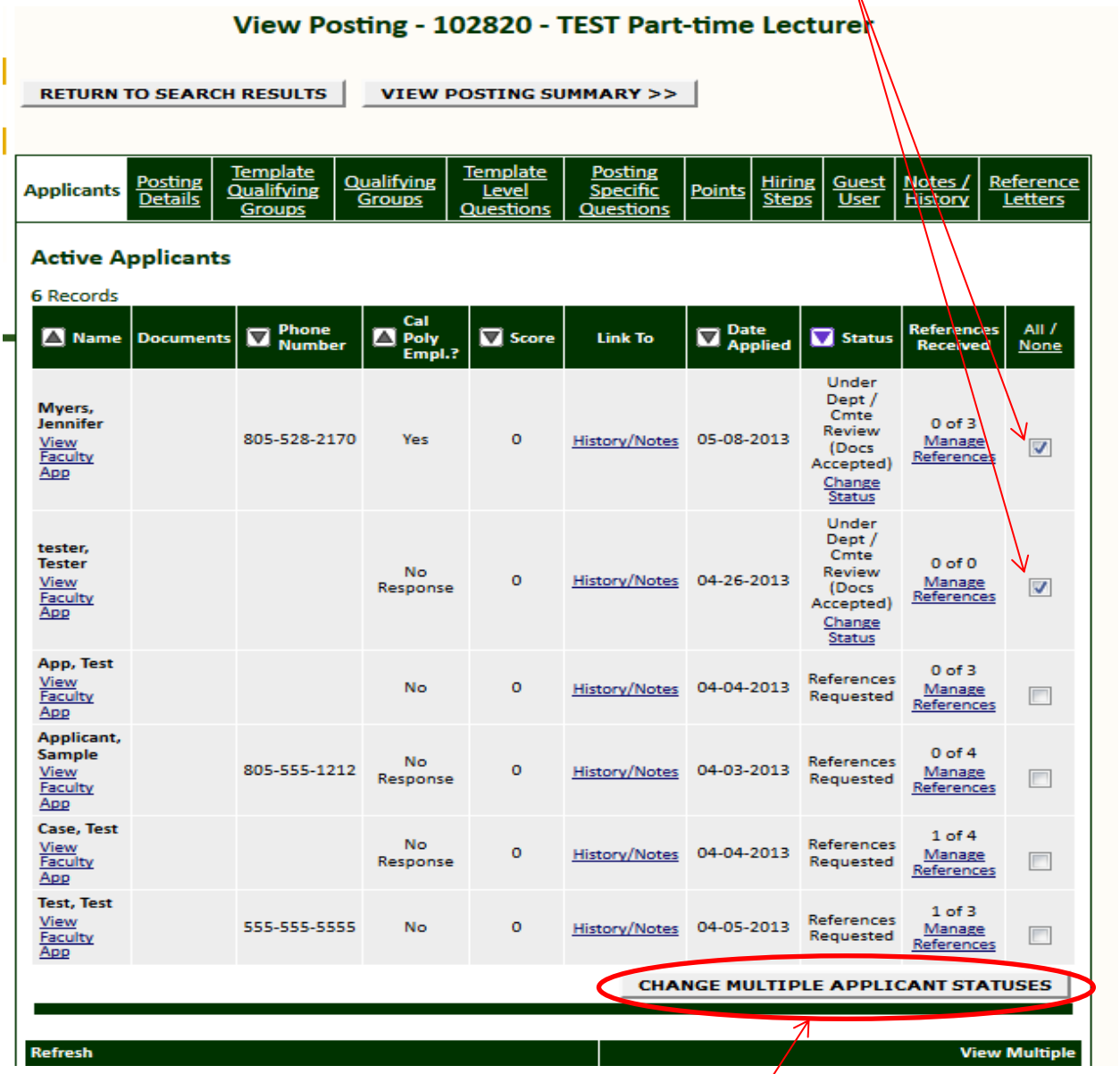
Verify you have selected the correct status then click on the “Save Status Changes” button.



CHANGING MULTIPLE STATUSES AT ONE TIME

**Please note that it is recommended by Academic Personnel that only those applicants that are at the semi-finalist or finalist level have their reference providers solicited.

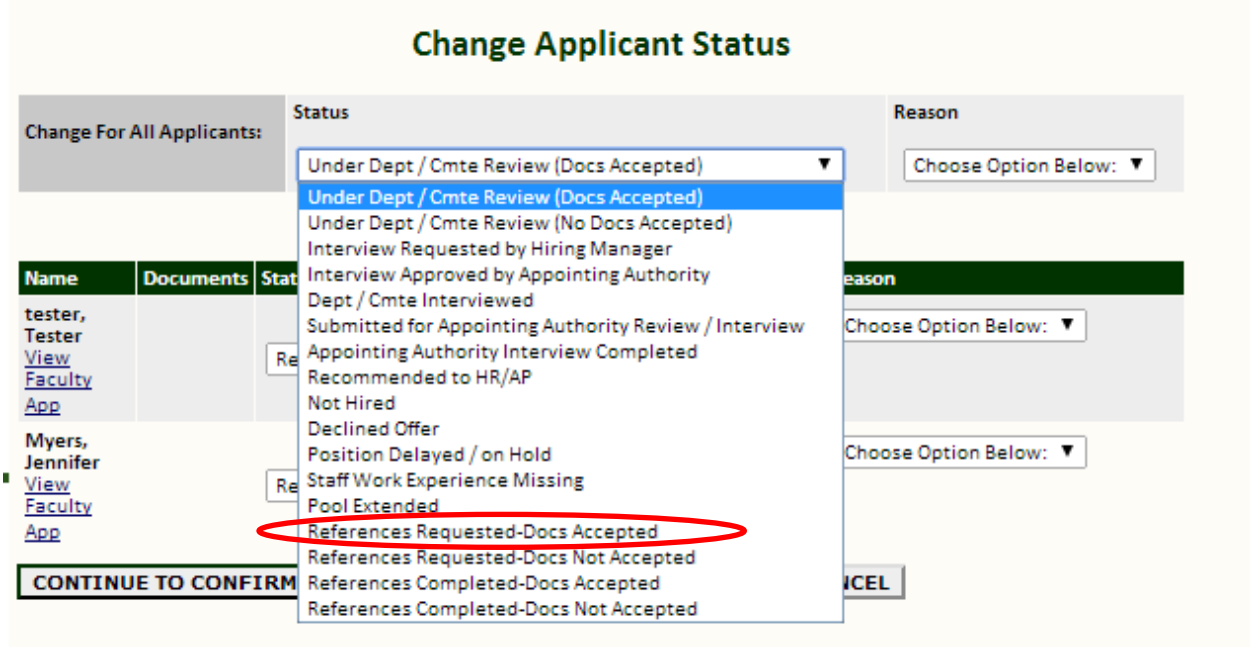
Check the boxes for the applicants you want to change the status of.



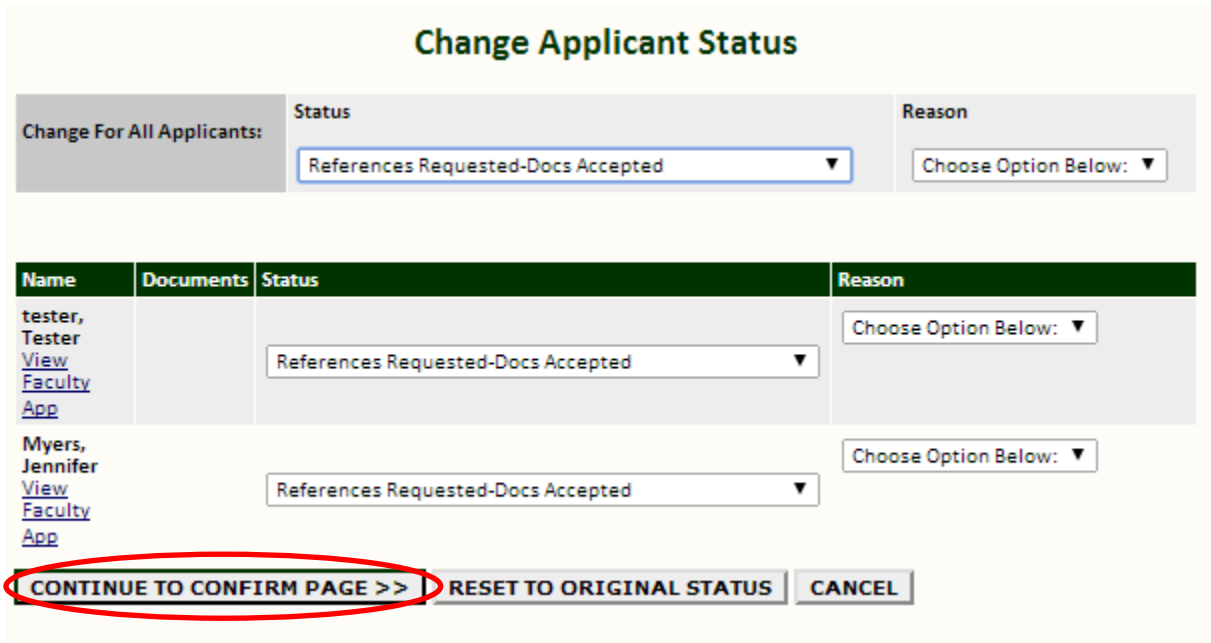
Click on the “Change Multiple Applicant Statuses” Button.

Select the correct status. Most departments use the Docs Accepted choice.

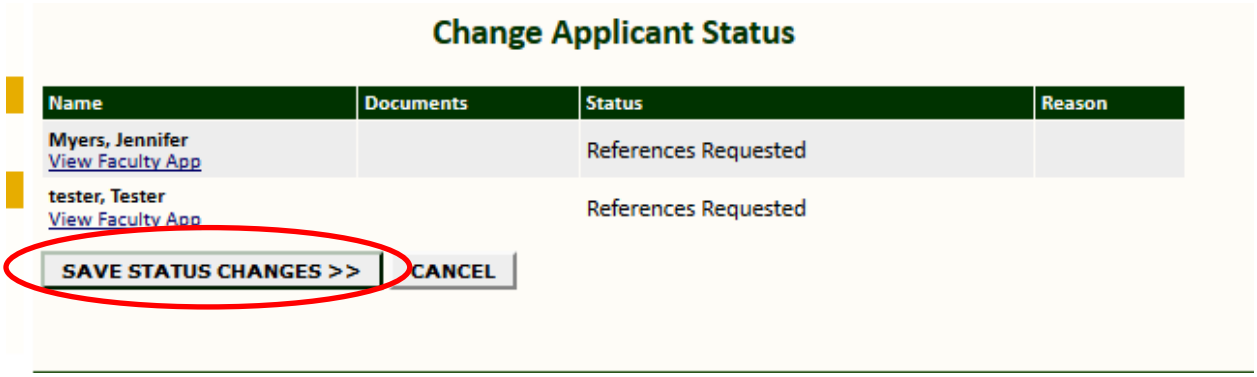
Reference Requested – Docs Accepted (applicant is still able to upload documents)
Reference Requested – Docs Not Accepted (applicant can no longer upload documents)



Click the “Continue To Confirm Page” button.



Verify you have selected the correct status then click on the “Save Status Changes” button.

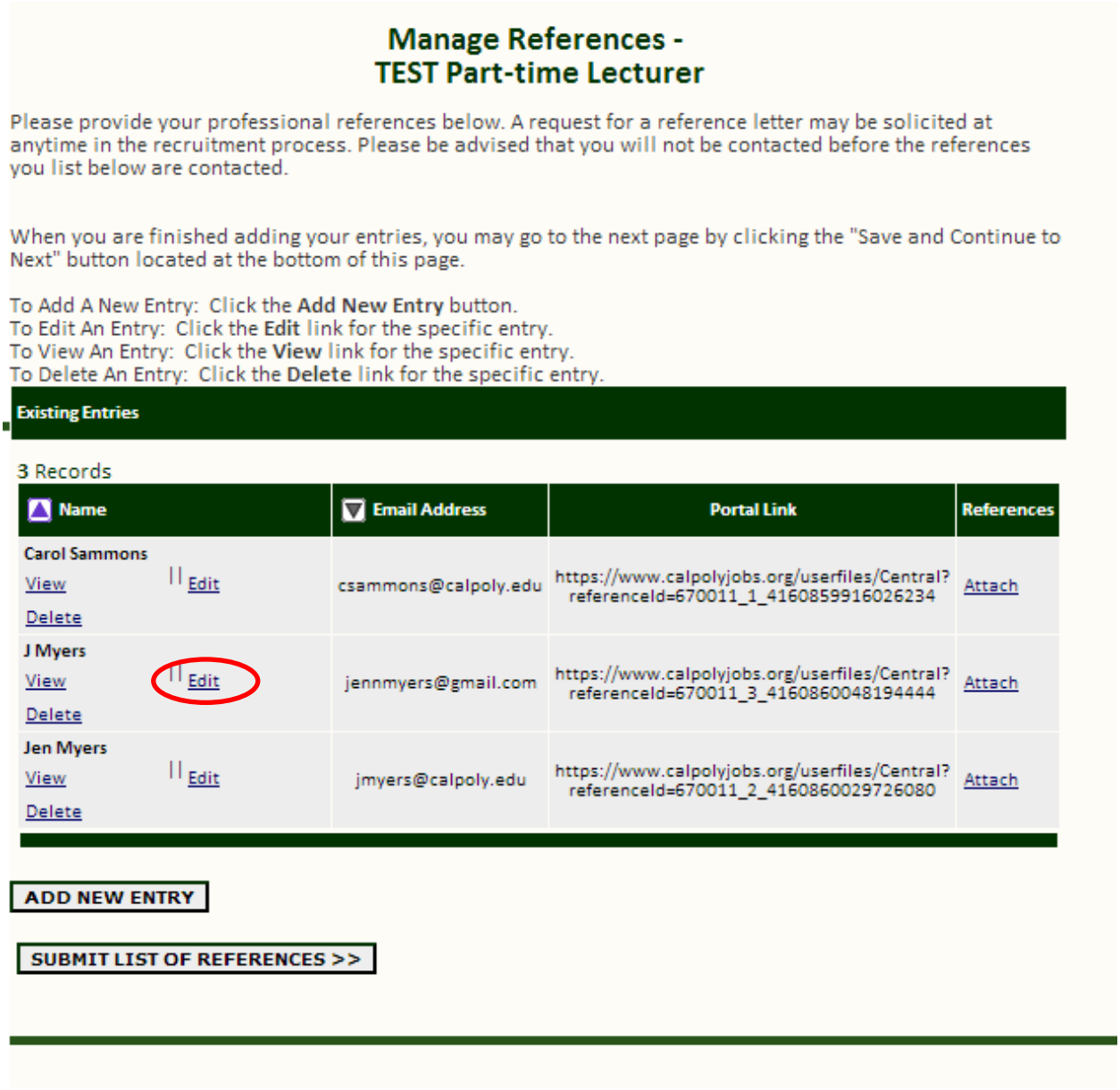


CHANGE AN EMAIL ADDRESS

The instructions below pertain to correcting the reference provider's email prior to requesting references. Please change the email address only if the applicant is at the "Under Dept/Cmte Review" status.

(If the applicant status has already been changed to "References Requested" and an email address for a reference provider needs to be corrected, the only way to do this is to add a new entry - see page 10 for instructions).

Click on the "Edit" link



Manage References -
TEST Part-time Lecturer

Please provide your professional references below. A request for a reference letter may be solicited at anytime in the recruitment process. Please be advised that you will not be contacted before the references you list below are contacted.

When you are finished adding your entries, you may go to the next page by clicking the "Save and Continue to Next" button located at the bottom of this page.

To Add A New Entry: Click the **Add New Entry** button.
To Edit An Entry: Click the **Edit** link for the specific entry.
To View An Entry: Click the **View** link for the specific entry.
To Delete An Entry: Click the **Delete** link for the specific entry.

Existing Entries

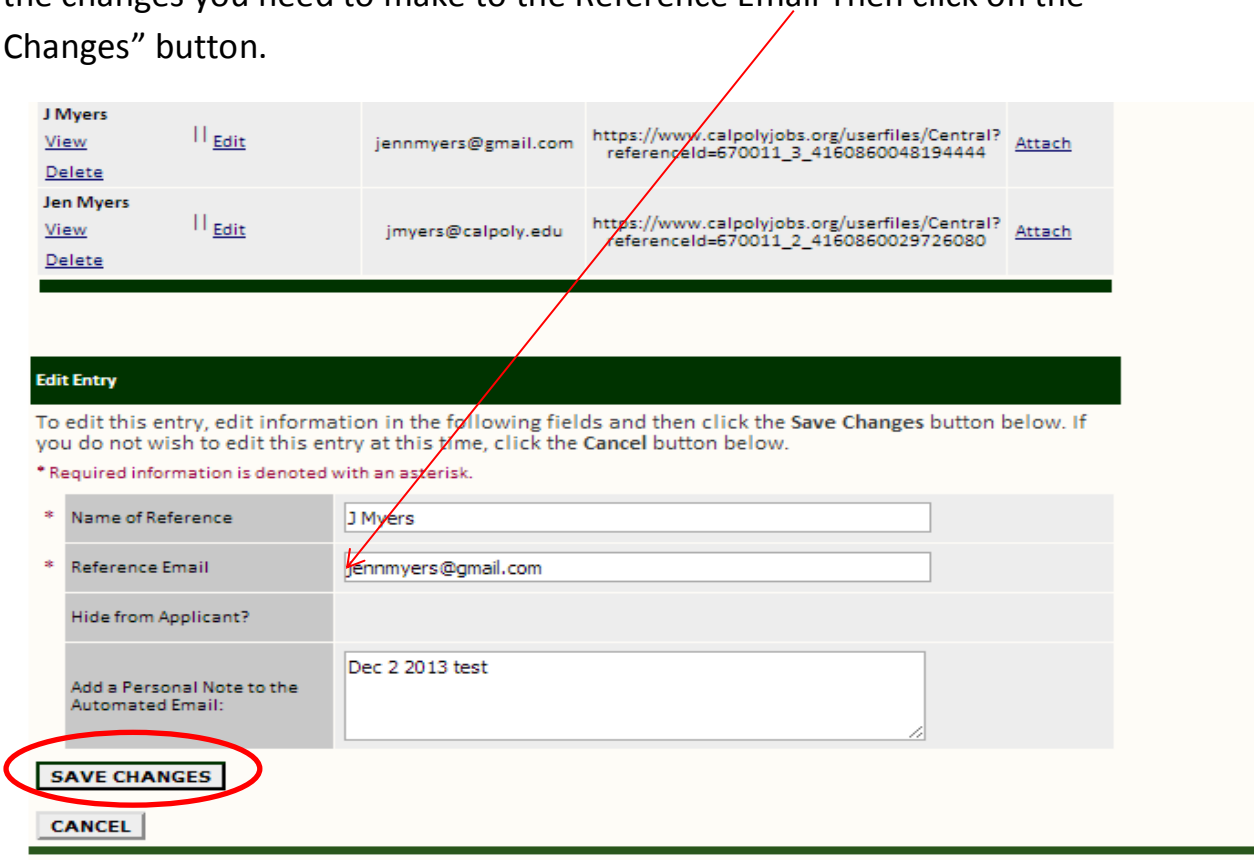
3 Records

Name	Email Address	Portal Link	References
Carol Sammons View || Edit Delete	csammons@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_1_4160859916026234	Attach
J Myers View || Edit Delete	jennmyers@gmail.com	https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_3_4160860048194444	Attach
Jen Myers View || Edit Delete	jmyers@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_2_4160860029726080	Attach

ADD NEW ENTRY

SUBMIT LIST OF REFERENCES >>

Make the changes you need to make to the Reference Email Then click on the "Save Changes" button.

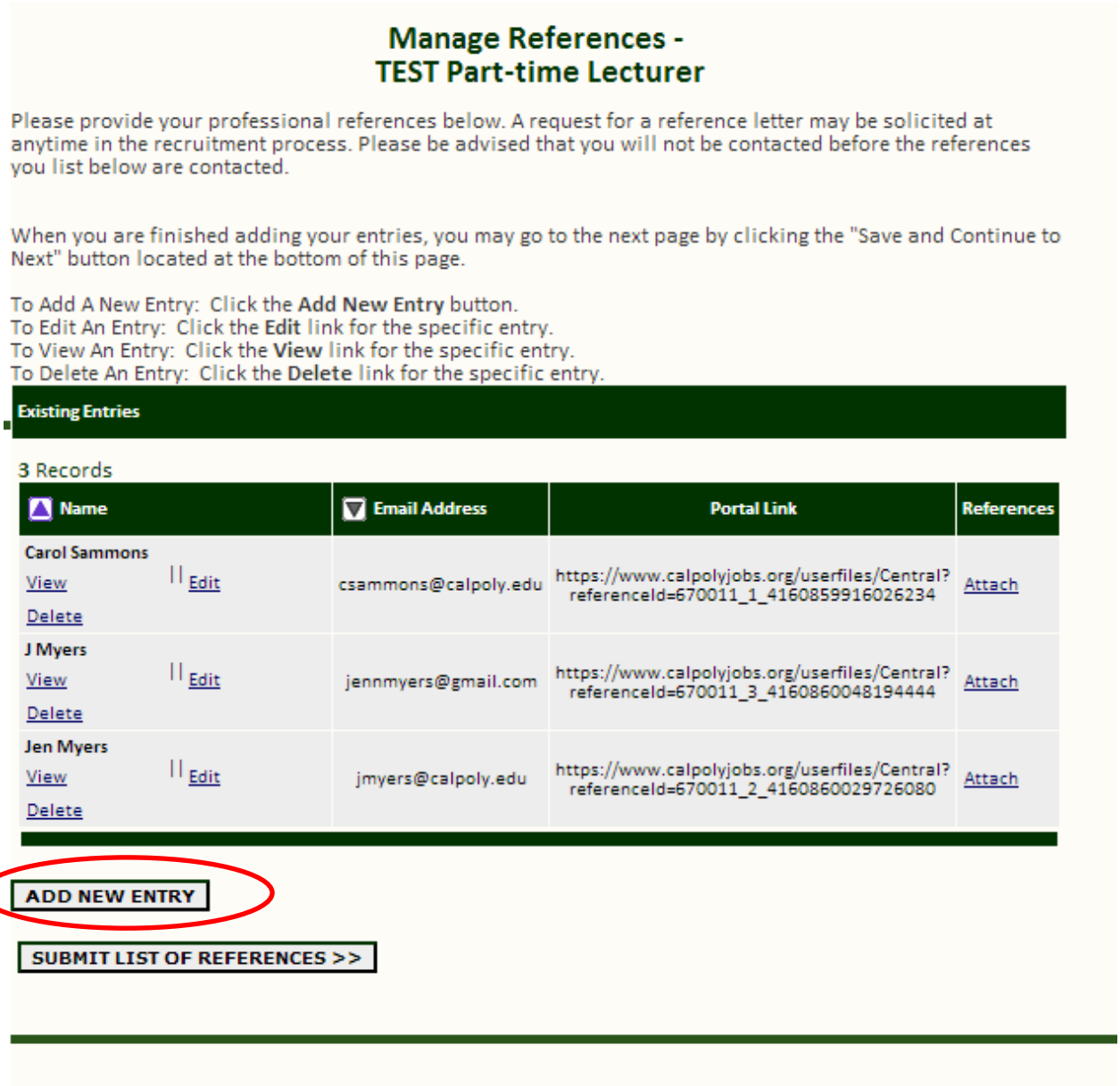


Verify you have entered the email address correctly. Click on the "Submit List Of References" button.

ADDING A NEW REFERENCE ENTRY

If the applicant status has already been changed to “References Requested” you must add a new entry. Please only change the email address if the applicant is at the “Under Dept/Cmte Review” status.

The applicant status needs to be set to “Under Dept/Cmte Review”. Click on the “Add New Entry” button.



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Existing Entries

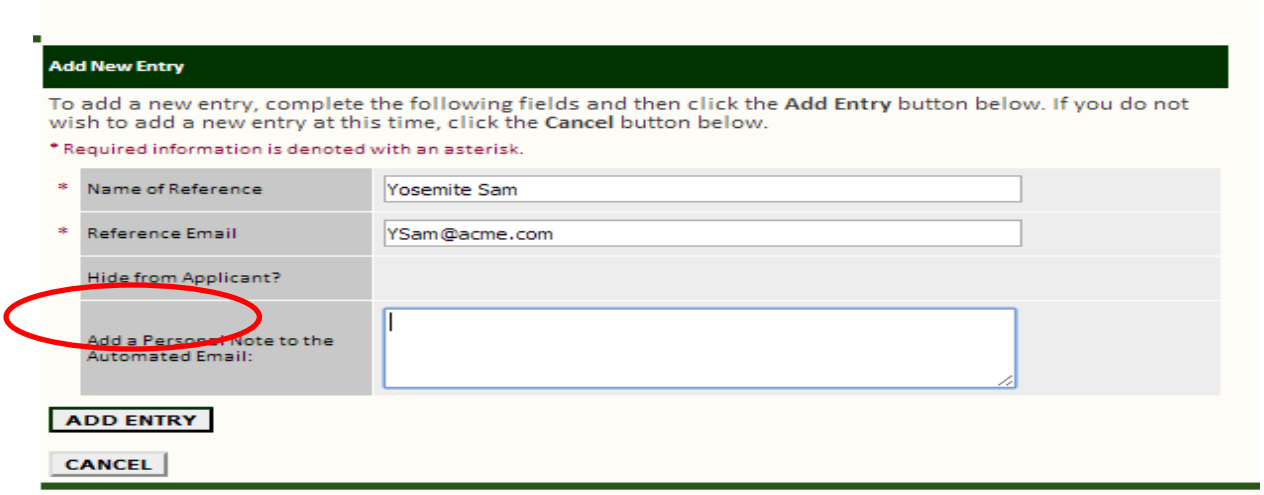
3 Records

Name	Email Address	Portal Link	References
Carol Sammons View | Edit Delete	csammons@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_1_4160859916026234	Attach
J Myers View | Edit Delete	jennmyers@gmail.com	https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_3_4160860048194444	Attach
Jen Myers View | Edit Delete	jmyers@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_2_4160860029726080	Attach

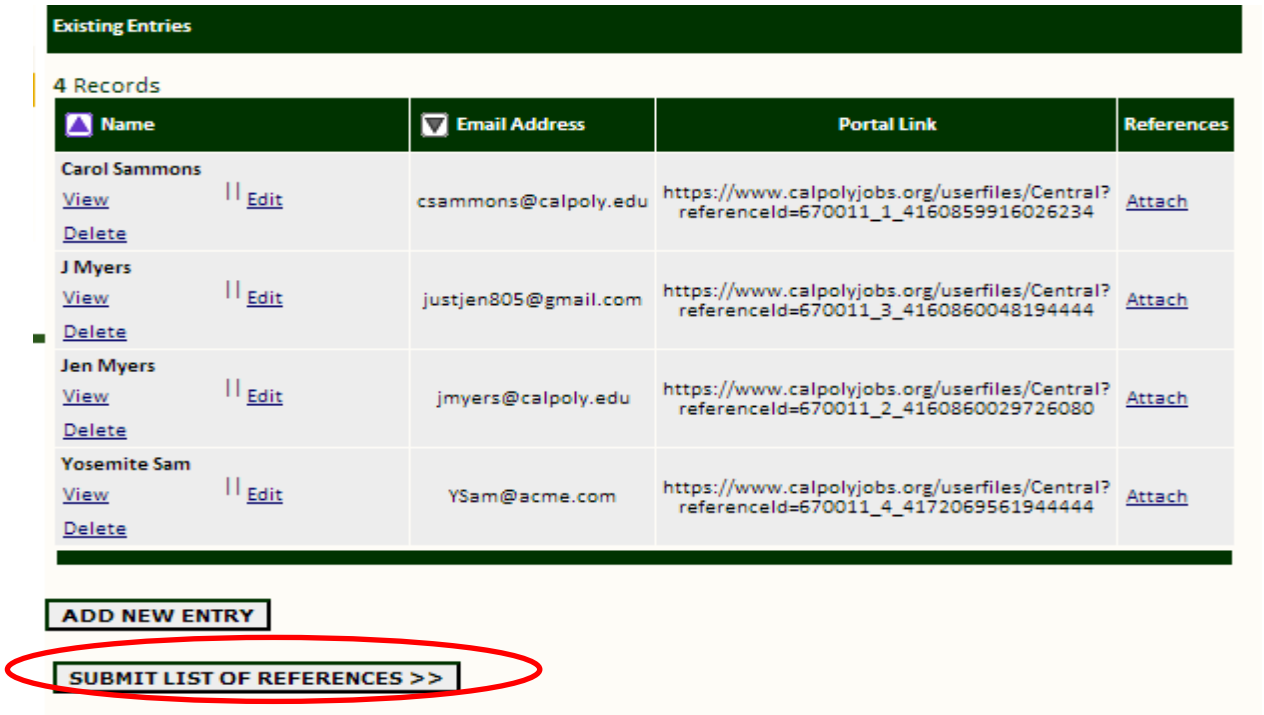
ADD NEW ENTRY

SUBMIT LIST OF REFERENCES >>

Fill in the name and email of the reference provider. Click on the “Add Entry” button.



Verify the information you entered is correct and click on the “Submit List of References” button.

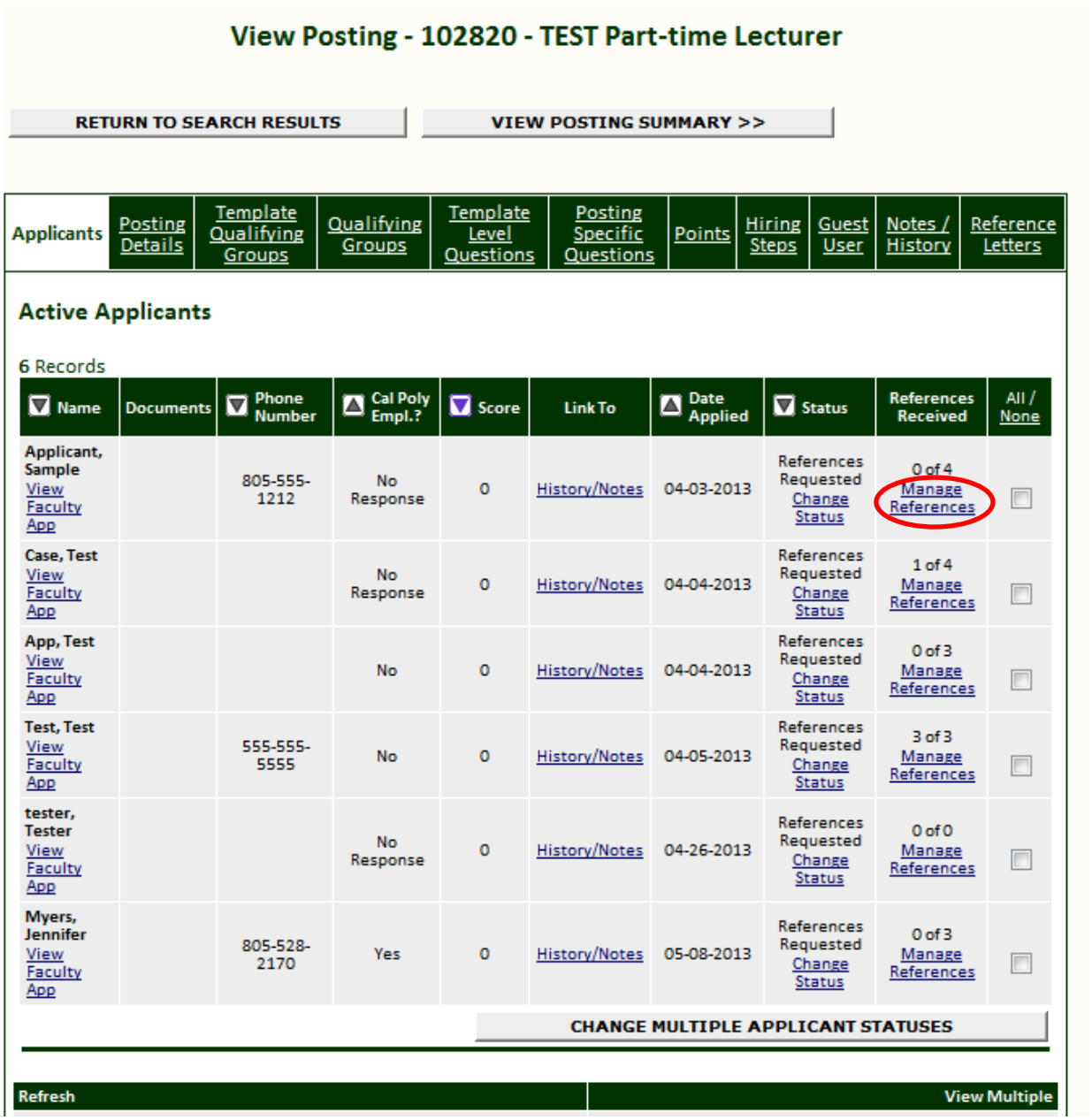


Change applicant status to “References Requested-Docs Accepted” to begin collecting references.

ATTACHING A REFERENCE LETTER

In the event an applicant's reference provider is unable to upload a letter of reference, the Hiring Manager and/or Appointing Authority can upload a reference letter on behalf of the reference, as long as the reference letter is provided directly to the HM or AA via email from a reference provider listed by the applicant.

Click on the "Manage References" link for the applicant you want to add the reference letter to.



View Posting - 102820 - TEST Part-time Lecturer

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Applicants | Posting Details | Template Qualifying Groups | Qualifying Groups | Template Level Questions | Posting Specific Questions | Points | Hiring Steps | Guest User | Notes / History | Reference Letters

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6 Records

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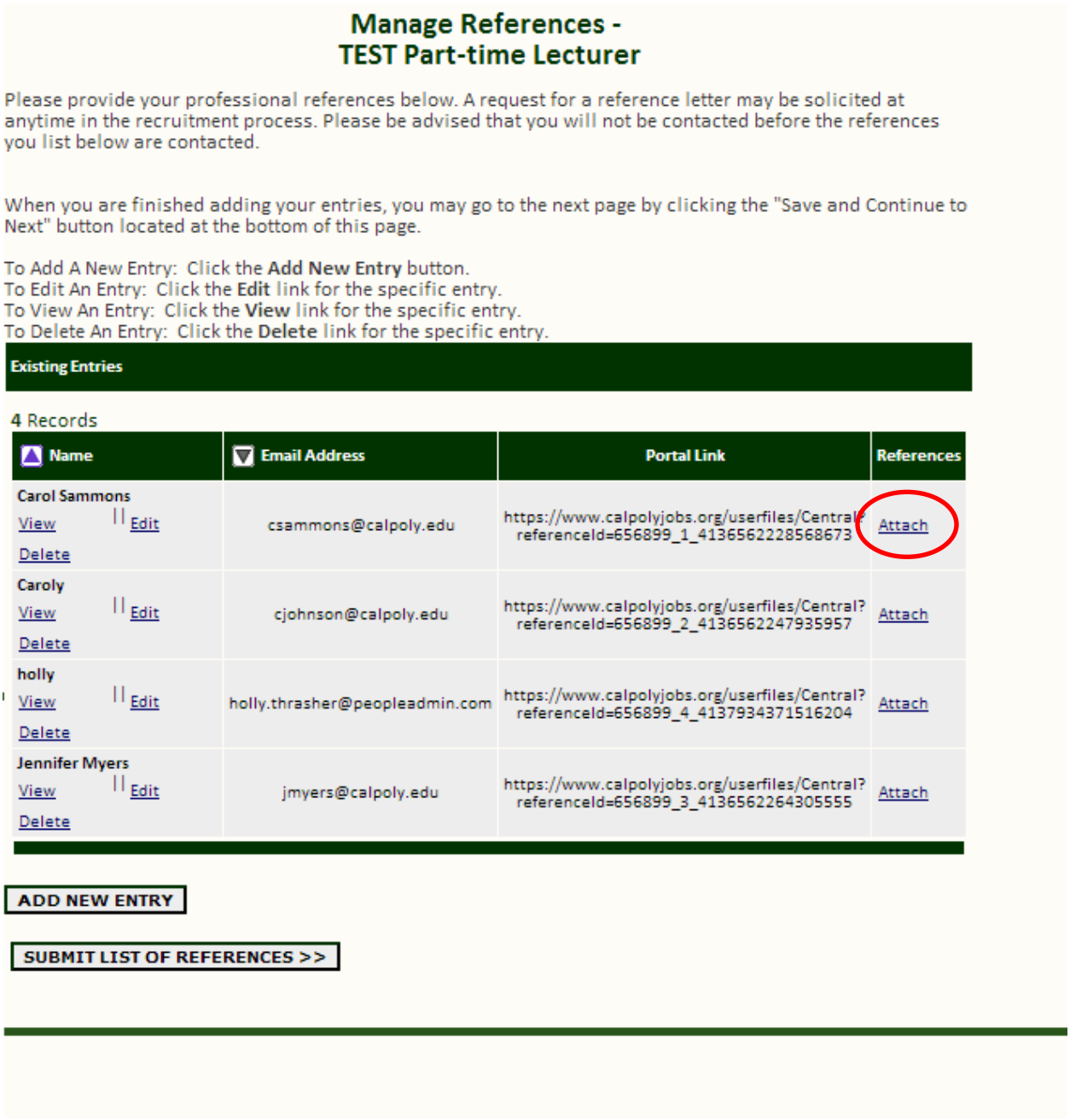
Case, Test View Faculty App			No Response	0	History/Notes	04-04-2013	References Requested Change Status	1 of 4 Manage References	
App, Test View Faculty App			No	0	History/Notes	04-04-2013	References Requested Change Status	0 of 3 Manage References	
Test, Test View Faculty App		555-555-5555	No	0	History/Notes	04-05-2013	References Requested Change Status	3 of 3 Manage References	
tester, Tester View Faculty App			No Response	0	History/Notes	04-26-2013	References Requested Change Status	0 of 0 Manage References	
Myers, Jennifer View Faculty App		805-528-2170	Yes	0	History/Notes	05-08-2013	References Requested Change Status	0 of 3 Manage References	

CHANGE MULTIPLE APPLICANT STATUSES

Refresh | View Multiple

Locate the correct reference provider and click on the “Attach” link.



Manage References - TEST Part-time Lecturer

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To Delete An Entry: Click the **Delete** link for the specific entry.

Existing Entries

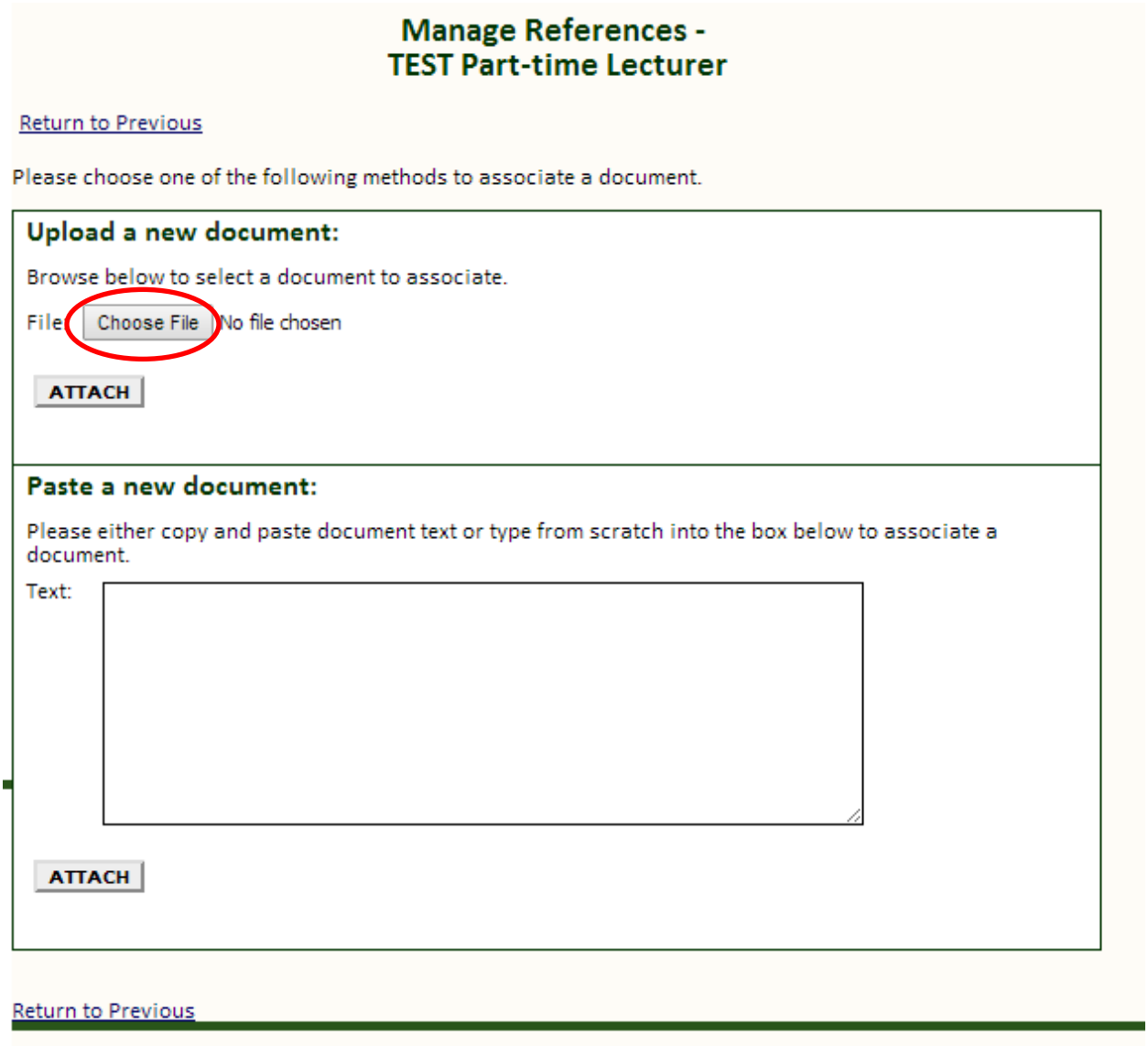
4 Records

Name	Email Address	Portal Link	References
Carol Sammons View || Edit Delete	csammons@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=656899_1_4136562228568673	Attach
Caroly View || Edit Delete	cjohnson@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=656899_2_4136562247935957	Attach
holly View || Edit Delete	holly.thrasher@peopleadmin.com	https://www.calpolyjobs.org/userfiles/Central?referenceId=656899_4_4137934371516204	Attach
Jennifer Myers View || Edit Delete	jmyers@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=656899_3_4136562264305555	Attach

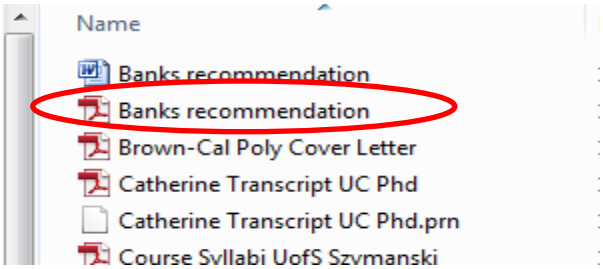
ADD NEW ENTRY

SUBMIT LIST OF REFERENCES >>

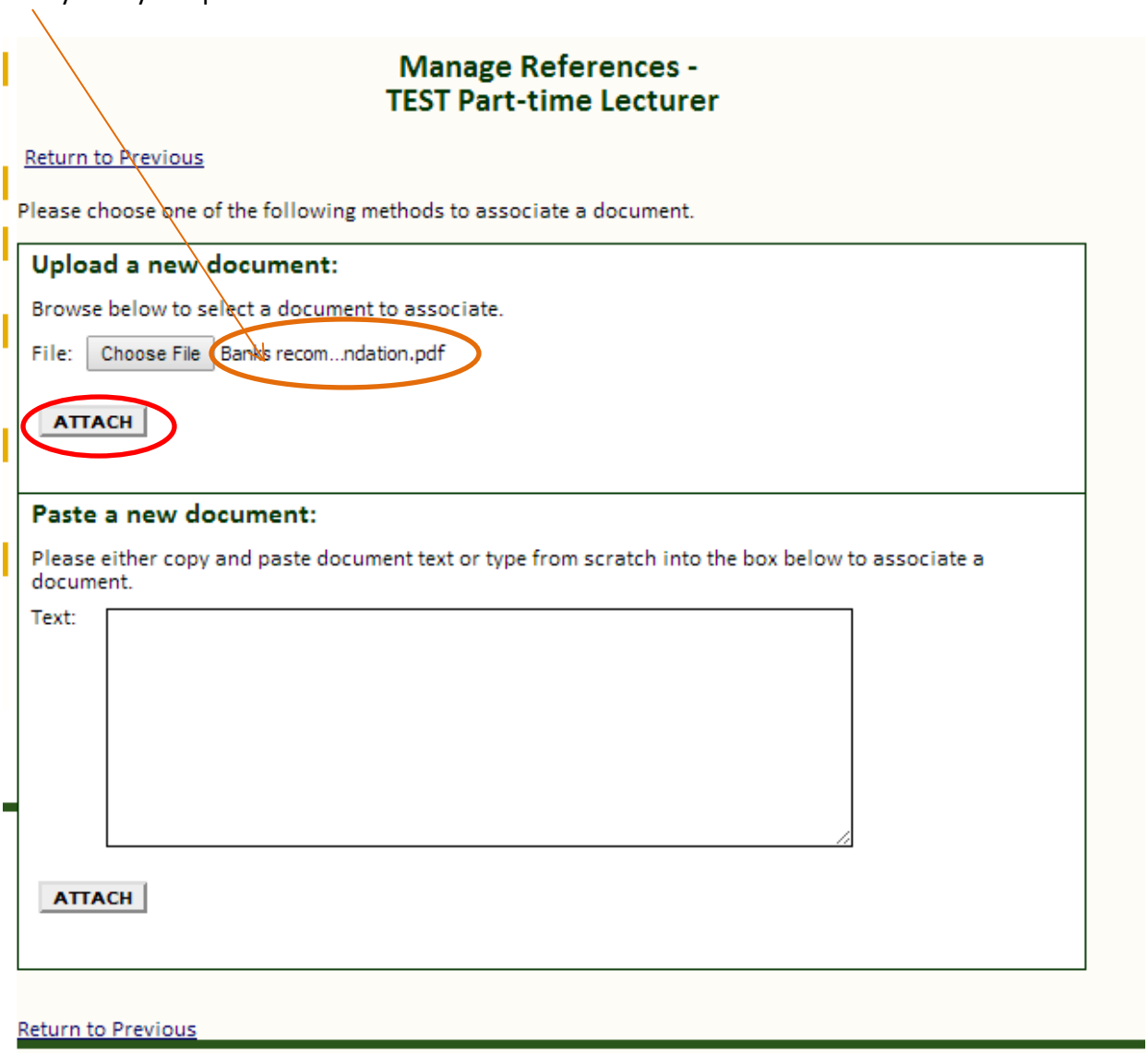
To upload the document make sure you have saved the reference letter to your computer. It's best to save the letter in PDF format if it was sent to you in another format, however, it is not essential. Click on the "Choose File" button.



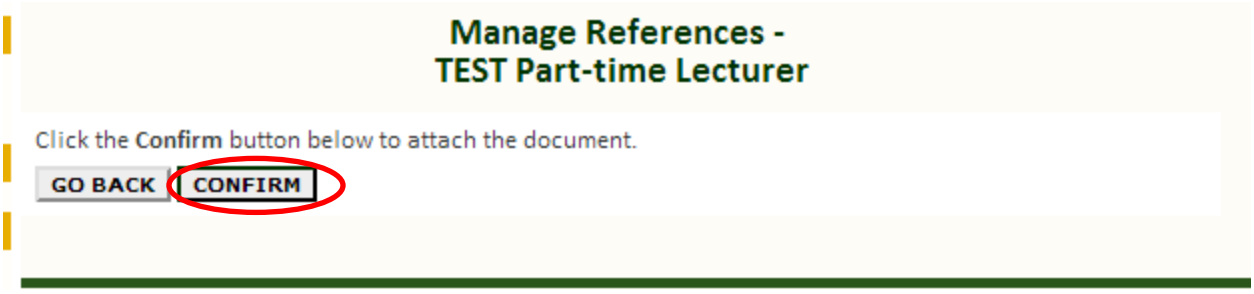
You will be taken to a search window where you can choose the file the reference letter is saved to.



Verify that you uploaded the correct file and click the “ATTACH” button.



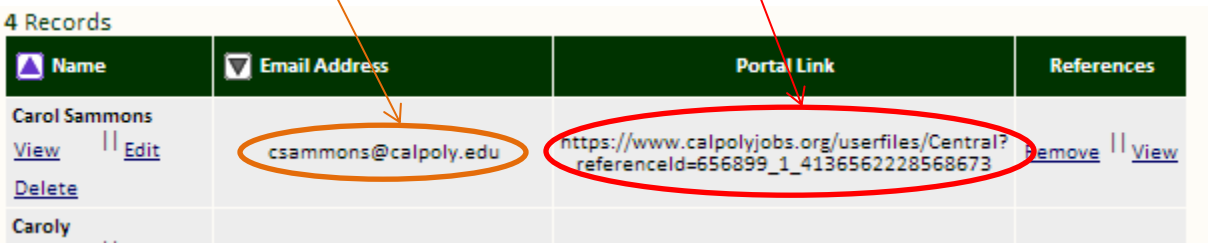
Click the “CONFIRM” button.



Click on the “View” link to verify the letter looks as it should.

RESENDING THE LINK TO THE REFERENCE PROVIDER:

If the reference provider did not receive an email with the link to upload their reference letter, you may send the reference portal link (see Portal Link) directly to the reference provider's email (see Email Address) provided in the reference module, after verifying that their Email Address is correct.



4 Records

Name	Email Address	Portal Link	References
Carol Sammons View || Edit Delete	csammons@calpoly.edu	https://www.calpolyjobs.org/userfiles/Central?referenceId=656899_1_4136562228568673	Remove || View
Caroly			

SYSTEM-GENERATED REFERENCE PROVIDERS EMAIL

In order for the hiring department to properly evaluate Jennifer, we respectfully request that you visit the link below to submit a Letter of Reference as soon as possible.

Referral Link
<https://www.calpolyjobs.org/userfiles/Central?referenceId=670011_2_4160860029726080>

Using this secure referral portal will ensure that the hiring department receives the reference letter as quickly as possible, as well as allowing Jennifer to automatically track the status of which references have been received so he/she can be assured that his/her application is complete.

Any document you submit will remain completely confidential. You can see the details of this position at https://www.calpolyjobs.org/applicants/Central?quickFind=163148.

If you have any questions about this process, please call (805) 756-6860.

Sincerely,
Academic Personnel

****

Job Title
Part-time Lecturer

Candidate
Jennifer Myers

Personal Note from Candidate

Department Notes
Please speak to the candidate's qualifications and fit for the position described in the above link. Please include the following information in your recommendation.
Reference Provider's Name
Reference Provider's Title/Rank/Position
Reference Provider's Institution/Employer
How long have you known the applicant?
In what capacity do you know the applicant?

If you have any questions about this process or issues with the uploading of your letter, please contact the recruiting department directly for assistance at the number or email listed below. Please do not reply to this system-generated email as your response will not be received.

FOR ASSISTANCE, PLEASE CONTACT:
< Department >
<Requisition contact name>
Telephone: <Requisition contact telephone>
Email: <Requisition contact email>

Cal Poly thanks you in advance for your thoughtful recommendation.
****