Office of Human Resources

PeopleAdmin 7
Faculty References

1. Confirm that you are in the “Hire” module (blue). If not, click to select that module.

2. Confirm that your user type is “Initiator.” If not, click on to select that user type.

3. Click on “Postings” and select “Faculty” from the drop-down menu.

4. From here, you will click on Create New Posting. Confirm that you are creating the posting from a position description.

5. From the list of faculty position descriptions, select the position you would like to post. You can also search for the position in the “search” box.

6. Once you have confirmed that you have the correct position description, you will click “Create Posting from this Position Description”.

7. Select the proper organizational unit.

8. Leave the Applicant Workflow state as “Under Consideration”.


9. Reference Notification: This is the disposition your candidate will be in in order for references to be notified. Ex: If “Under Consideration” is selected, all candidates’ references will be requested. We recommend using the disposition “Reference Request.”

10. Recommendation Workflow: This is the disposition your candidate will be moved to upon all references being received. We recommend leaving this blank.

11. Recommendation Document Type: This allows you to accept an uploaded file as a reference. If you choose “Not Required”, references will NOT be able to upload documents. If “Reference Letter” is selected, then references WILL be required to upload a document.

12. Click on [Create New Posting]

13. Fill in all the fields of the job posting. Once you get to the “Reference Requests” tab, you will see this new screen:

14. Minimum Number of References: This is the minimum number of references an applicant must provide. If references are not required, enter 0.

15. Maximum Number of References: If you have a maximum number of references you would like to select, enter that number here. If you have no maximum, leave blank.

16. Special Instruction for Reference Provider: Enter any special instructions for the reference provider here. This text will appear in the automated email that they receive.

17. Cutoff Date: This is the final date a reference can submit their recommendation. This date will appear in the automated email they receive.

18. On the Position Announcement Tab, be sure to include the minimum and maximum number of references the applicant should include under “Additional Application Instructions.” The minimum and maximum will NOT appear on the reference section of the application.
To View References

Once an applicant has been dispositioned to “Reference Request”, an automated email will be sent out to the individuals the applicant has identified as their reference. There will be a link to a basic form and a place for them to upload documents. The initiator and search committee may now view the references as follows:

1. Go to the list of applicants in the job posting section and click on the name of the applicant for which you would like to view references.
2. When viewing the tabs at the top of the application, you will now see a tab titled “Recommendations”:

   ![Recommendations Tab](image1)

3. Select the Recommendations Tab to view the names of the references and whether or not they responded to your request.

   ![Reference Requests](image2)

4. If reference has been completed, click on the reference name. You will now be able to review the reference.

   ![Reference Details](image3)