REFERENCES

References can be collected in three (3) ways in Jobsearch depending on the position type you are recruiting for. Departments may choose to utilize the method that best suits their needs for each position type.

1. Automated Reference Letter Collection (EPA only)
2. Uploading a list of references as a document (EPA/SPA)
3. Providing a list of references on the application (SPA only)

AUTOMATED REFERENCE LETTER COLLECTION – EPA

Departments may choose to allow applicants to submit the email address of a reference. References will then be emailed automatically and asked to either upload or type a letter of reference for the applicant. These letters will then be collected by Jobsearch and made accessible to the department and search committees.

Various settings may be configured including:
- how many references are required
- at what workflow state emails are delivered to references

UPLOAD A LIST OF REFERENCES – EPA, SPA

Departments may choose to allow applicants to upload a document containing a list of references at the time of application.
COLLECT REFERENCES VIA APPLICATION –SPA

The SPA application allows applicants to enter their references via text field in a special section of the application.

REVIEWING REFERENCES

On the Hiring Proposal, Departments have the opportunity to record their communications with applicant submitted references.