

# CU Careers: Step-by-Step Guide


## Letters of Recommendation

This guide describes how to collect confidential letters of recommendation using step and status values in CU Careers. In order to begin the process, a candidate must be in the **Under Review** step and **Send Invite for References** status.

## Initiating Collection of Letters of Recommendation

To initiate the process for collecting confidential letters of recommendation:

1. From your list of candidates, click the link of the candidate whose references you want to collect.

Candidates				
<div>  <span>More Actions</span> </div>				
<input type="checkbox"/>	Candidate	2 ▲	Req. ID, Title	1 ▲
Selection Step, Status				
CCV Confirmation				
▼ 01577 - Assistant Professor of Public Relations				
	Cleaver, June (48420)		01577 - Assistant Professor of Public Relations	Interviews - Interview
				Yes
<input checked="" type="checkbox"/>	Simmons, Gene (48861)		01577 - Assistant Professor of Public Relations	New - To be Reviewed

2. Click **More Actions**.
3. Click **Change Step/Status**.
4. Under the Information section of the popup box, select **Under Review** as the **New Step**.
5. Select **Send invite for Confidential Letters of Recommendation** as the **New Status**.
6. Click **Save and Close**.

More Actions

Change Step and Status

Current Step

New

Current Status

Meets Minimum Qualifications

Information

New Step

Under Review

New Status

Send Invite for Confidential Letters of Recommendation

Reaching a status marked with an asterisk (\*) completes the step

The following processes are automatically initiated by the actions of the candidate and the individuals selected by the candidate as references:

- The **Send Invite for Confidential Letters of Recommendation** status sends an automated email to the candidate to log into his or her application profile and upload contact information for three references.
- Once the candidate has successfully uploaded and submitted the contact information for the three references, the system dispositions the candidate to the next status, which is **Initiate Confidential Letters of Recommendation (Faculty)**.

**Information**

New Step

Under Review

New Status

Initiate Confidential Letter of Recommendation (Faculty)

Reaching a status marked with an asterisk (\*) completes the step

- Once at this status, the system sends an automated email asking the referrers to upload a confidential letter of recommendation for the applicant.
- After the three referrers have uploaded their confidential letters of recommendation, the system dispositions the candidate to the status of **Letters Received (Faculty)**.

**Information**

New Step

Under Review

New Status

Letters Received (Faculty)

Reaching a status marked with an asterisk (\*) completes the step


After all three confidential letters of recommendation have been submitted, they will be viewable from the candidate's profile on the Attachments page. These letters will not be viewable to the candidate.

## Sending Correspondence

After all three confidential letters have been collected, you can notify the candidate:

1. Enter the candidate's profile and verify that three letters have been collected. After all three references have submitted their letters, they can be viewed from the candidate's profile on the Attachments page. The candidate is not able to view the letters.

File Name	Resume	Converted File	Date	Size	Comments	Visible by candidate..
<a href="#">CLOR_Doe_Rec_Letter1.pdf</a>	No	<a href="#">CLOR_Doe_Rec_Letter1.html</a>	Jul 16, 2015, 8:55:21 AM	80 kb	Confidential LOR	No
<a href="#">CLOR_Smith_Rec_Letter2.pdf</a>	No	<a href="#">CLOR_Smith_Rec_Letter2.html</a>	Jul 16, 2015, 8:55:49 AM	80 kb	Confidential LOR	No
<a href="#">CLOR_Manning_Rec_Letter3.pdf</a>	No	<a href="#">CLOR_Manning_Rec_Letter3.html</a>	Jul 16, 2015, 8:56:45 AM	80 kb	Confidential LOR	No

2. From the candidate's profile, click **More Actions**. 
3. Choose **Send Correspondence**.
4. From the **From template** field, select **CU-Confidential Letters of Rec. Received-Universal**.

**Send Correspondence**

Send message by  
Email

Write a message  
☐ From scratch  
☒ From template

CU - Confidential Letters of Rec. Received - Universal

Comments

5. Click **Next**. 

6. Click **Send**. 