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EMPLOYEE SERVICES

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How do I upload a reference letter? ^[1]

To upload a reference letter, open the applicant's application, go to the summary page and scroll down to the references. It is the second blue circle.

There will be an email link at the bottom of each reference provider's information.

Copy and paste the email link into the browser address field and hit enter.

A page will open that allows you to browse and upload a document.

Upload the reference letter you have received for that specific reference provider.

Source URL: <https://www.cu.edu/employee-services/faq/how-do-i-upload-reference-letter>

Links:

[1] <https://www.cu.edu/employee-services/faq/how-do-i-upload-reference-letter>