

# Letter of References Received Process

**User Groups:** Search Committee Chair, Hiring Manager and Department Support

**Purpose:** To display the number of Letter of Recommendations received to date. This is an independent process and does not need to be completed before any other steps in the process. It can be changed at any point during recruitment.

Click **JOBS** tab

**My Dashboard**

**HIRE TOUCH NOTIFICATIONS**  
No New Notifications

**BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS**  
GO LIVE    Test Content

**CLIENT NOTIFICATIONS**  
GO LIVE

**SYSTEM NOTIFICATIONS**  
No New Notifications

**CLOCK**  
Thursday  
December 12th, 2013  
2:28:04 PM

**LOCAL WEATHER**  
Conditions for Lakeville, MN at 12:46 pm CST  
Fair, 16 F  
**Forecast:**  
Thu - Partly Cloudy. High: 16 Low: 4  
Fri - Cloudy. High: 11 Low: 3  
Sat - Cloudy. High: 13 Low: -2  
Sun - Partly Cloudy. High: 12 Low: 6  
Mon - Partly Cloudy. High: 27 Low: 21

**VIEWED JOBS**

Date	Time	Job ID	Title
Dec 11	4:52 PM	3782	<a href="#">Communications Manager</a>
Dec 11	2:21 PM	3788	<a href="#">Communications Manager</a>
Dec 11	1:26 PM	3780	<a href="#">Business Analyst</a>

Click 'Job Title'

**My Jobs**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search [GO] [CLEAR]    - Job Status -    - Location -    [GO] [CLEAR] [X]

TITLE	REQUISITION	STATUS	LOCATION	POSTING	OFFER
<a href="#">Business Analyst</a>	3780	Posted	BGSU Main Campus	●	
<a href="#">Communications Manager</a>	3782	Posted	BGSU Main Campus	●	
<a href="#">Communications Manager</a>	3788	Recruitment Request Pending	BGSU Main Campus	●	
<a href="#">Manager, Library Information Technology Services</a>	3786	Recruitment Request Pending	BGSU Main Campus	●	
<a href="#">Staff Accountant</a>	3789	Recruitment Request Pending	BGSU Main Campus	●	
<a href="#">Technology Support Specialist</a>	3784	Recruitment Request Pending	BGSU Main Campus	●	
<a href="#">University Paralegal</a>	3785	Recruitment Request Pending	BGSU Main Campus	●	

Records 1-7 of 7 | First Previous Next Last | Per Page 25


Font Size: A A A

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




Click 

**Z\* Test Assistant Professor**  
BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting Job

Hiring Manager/Committee Chair - Faculty 

My faculty job applicants

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Search <input type="text"/>   Advanced Search <input type="text"/> Date Applied														
	APPLICATION				SCREENING				REQU					
<input type="checkbox"/> NAME ▼	EMPLOYEE	STATUS	COMPLETED	DOCS	LETTER OF REFERENCES	RECEIVED	COMMITTEE	PHONE	CHAIR					
<input type="checkbox"/> External Applicant 1, Testing	No	In Process	09/01/16											
<input type="checkbox"/> External Applicant 2, Testing	No	In Process	09/01/16											
<input type="checkbox"/> External Applicant 4, Testing	No	In Process	09/01/16											
<input type="checkbox"/> Test 1, BGSU	No	Submitted	09/01/16											
<input type="checkbox"/> Tester, Lori	No	Submitted	09/01/16											

Choose from Letter of References Received list choices:

- 1 of 3** –one of three letters received
- 2 of 3** – two of three letters received
- 3 of 3** – all three letters required received

Click  Save


MS FORM PACKAGES DOCUMENTS TASKS RESOURCES SETUP



Letter of References Received Process

STATUS	DATE	USER
Not Started	Thu 9/1/16 at 12:00 PM	Testing External Applicant 1

Update Status

Status:  1 of 3  2 of 3  3 of 3



 Save  Close

The half circle will be present until all three letters of references have been received and 3 of 3 has been chosen for status. Scrolling over the half circle with your cursor will bring up a text box indicating how many letters have been received.

**Z\* Test Assistant Professor**  
 BGSU Main Campus - Faculty - Approval Pending

Properties Applicants Activity Processes Forms Applicant Review Campaigns P

Hiring Manager/Committee Chair - Faculty

My faculty job applicants

A B C D E F G H I J K L M

Search [GO] CLEAR Advanced Search

NAME	EMPLOYEE	STATUS	APPLICATION		LETTER OF REFERENCES RECEIVED	SCREENING
			COMPLETED	DOCS		COMMITTEE
<input type="checkbox"/> External Applicant 1, Testing	No	In Process	09/01/16			
<input type="checkbox"/> External Applicant 2, Testing	No	In Process	09/01/16		1 of 3 09/01/16	
<input type="checkbox"/> External Applicant 4, Testing	No	In Process	09/01/16			
<input type="checkbox"/> Test 1, BGSU	No	Submitted	09/01/16			
<input type="checkbox"/> Tester, Lori	No	Submitted	09/01/16			

- Bulk Actions -