

Reviewing Letters of Recommendations

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

Purpose: To review the 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.

Click **JOBS** tab

The screenshot shows the BGSU My Dashboard. At the top right, it says "Welcome, BGSU Committee" and "Session expires in 59 min". The navigation bar includes HOME, JOBS, APPLICANTS, and RESOURCES. The main content area is titled "My Dashboard" and contains several widgets:

- 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
- VIEWED JOBS:** A table with columns Date, Time, Job ID, and Title.

Date	Time	Job ID	Title
Dec 11	4:52 PM	3782	Communications Manager
Dec 11	2:21 PM	3788	Communications Manager
Dec 11	1:26 PM	3780	Business Analyst
- LOCAL WEATHER:** Conditions for Lakeville, MN at 12:46 pm CST. Current Conditions: 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.

Click 'Job Title'

The screenshot shows the BGSU My Jobs search results page. At the top right, it says "Welcome, BGSU Committee Chair" and "Session expires in 59 min". The navigation bar includes HOME, JOBS, APPLICANTS, and RESOURCES. The main content area is titled "My Jobs" and features a search bar with a dropdown menu for "Job Status" and "Location". Below the search bar is a table of job listings with columns: TITLE, REQUISITION, STATUS, LOCATION, POSTING, and OFFER.

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

 At the bottom of the table, it says "Records 1-7 of 7" and "Per Page 25".

Click on Applicant Name

HOME PROSPECTS JOBS APPLICANTS POSITION FORMS FORM PACKAGES DOCUMENTS TASKS									
Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services BGSU Main Campus - Faculty - Approval Pending									
Properties Applicants Activity Processes Forms Applicant Review Campaigns Posting J									
*All Job Applicants - Faculty									
A B C D E F G H I J K L M N									
Search [GO] CLEAR Advanced Search Date Ap									
PROGRESS					SCREENING				
NAME	EMPLOYEE	DOCS	STATUS	COMPLETED	REFERENCE LETTERS	COMMITTEE REVIEW	PHONE	CHA	REC
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/28/16					
<input type="checkbox"/> External Applicant 2, Testing	No		Submitted	09/28/16					
<input type="checkbox"/> External Applicant 4, Testing	No		Submitted	09/28/16					
<input type="checkbox"/> Test 1, BGSU	No		Submitted	09/28/16					
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/28/16					
<input type="checkbox"/> Tester, Lori	No		Declined In Review	09/28/16					
- Bulk Actions -									

2 ways to find the Letter of Recommendations:

1. Review on Demographic Page – Find Letter of Recommendation in the Document section and click the file link

Testing External Applicant 1 (lksmith@bgsu.edu)
Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services - Hired

Return to Applicants
Testing External Applicant 1 Prospect Record

Demographics **Jobs** Activity Duplicates Processes

Addresses | Contact Information | Education | Employment | Military | References | Relatives | Skills

Demographics

Demographics

Name: Testing External Applicant 1
Address: 1851 N. Research Drive
Bowling Green, Ohio 43403
Home Phone: 419-372-2227
Email: lksmith@bgsu.edu
Current Employee: No
Race: White (not of Hispanic Origin)
Gender: Female
Ethnicity: Non-Hispanic/Latino
Registered: August 23, 2016 at 10:50 AM
Last Updated: September 30, 2016 at 10:46 AM

Correspondence (9) Last Updated: 09/30/2016 at 10:52 AM

Thank you for Applying - Faculty
Reference Requested for Testing External Applicant 1
Reference Requested For Testing External Applicant 1
Reference Requested For Testing External Applicant 1
Reference Requested For Testing External Applicant 1
Received Application - External Faculty
BGSU Ast Professor
Background check request for Faculty Applicant
Notification to Hiring Manager of start date accepted
Welcome Faculty Email

Documents (14) Last Updated: 10/12/2016 at 9:46 AM

Reference Letter from Miller (type: Letter of Recommendation) ←
Reference Letter from Briggs (type: Letter of Recommendation) ←
Reference Letter from Johnson (type: Letter of Recommendation) ←
Faculty Applicant Selection Authorization Form with Approvals USE
Faculty Applicant Selection Authorization Form with Approvals USE

2. Review by clicking on the Document link

Testing External Applicant 1 (lksmith@bgsu.edu)
 Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services - Hired

Return
 Testing External Applicant 1 Prospect Record

Demographics | Jobs | Activity | Duplicates | Processes

Addresses | Contact Information | Education | Employment | Military | References | Relatives | Skills

Demographics

Demographics

Name: Testing External Applicant 1
 Address: 1851 N. Research Drive
 Bowling Green, Ohio 43403
 Home Phone: 419-372-2227
 Email: lksmith@bgsu.edu
 Current Employee: No
 Race: White (not of Hispanic Origin)
 Gender: Female
 Ethnicity: Non-Hispanic/Latino
 Registered: August 23, 2016 at 10:50 AM
 Last Updated: September 30, 2016 at 10:46 AM

Correspondence (9) Last Updated: 09/30/2016 at 10:52 AM

Thank you for Applying - Faculty
 Sent Wed 9/28/16 at 2:23 PM by Testing External Applicant 1

Reference Requested For Testing External Applicant 1
 Sent Wed 9/28/16 at 2:29 PM by Testing External Applicant 1

Reference Requested For Testing External Applicant 1
 Sent Wed 9/28/16 at 2:29 PM by Testing External Applicant 1

Reference Requested For Testing External Applicant 1
 Sent Wed 9/28/16 at 2:29 PM by Testing External Applicant 1

Received Application - External Faculty
 Sent Wed 9/28/16 at 2:29 PM by Testing External Applicant 1

BGSU Ast Professor
 Sent Fri 9/30/16 at 10:36 AM by Lori Smith

Background check request for Faculty Applicant
 Sent Fri 9/30/16 at 10:40 AM by Lori Smith

Notification to Hiring Manger of start date accepted
 Sent Fri 9/30/16 at 10:52 AM by Lori Smith

Welcome Faculty Email
 Sent Fri 9/30/16 at 10:52 AM by Lori Smith

Documents (14) Last Updated: 10/12/2016 at 9:46 AM

Reference Letter from Miller (type: Letter of Recommendation)
 Wed 10/12/16 at 9:46 AM

Reference Letter from Briggs (type: Letter of Recommendation)
 Wed 10/12/16 at 9:45 AM

Reference Letter from Johnson (type: Letter of Recommendation)

Choose 'Letter of Recommendation' from Document Type drop down box and click 'go'

Testing External Applicant 1 (lksmith@bgsu.edu)
 Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services - Hired

Return to Applicants
 Testing External Applicant 1 Prospect Record

Demographics | Jobs | Activity | Duplicates | Processes

Alerts | Correspondence | Documents | Events | Notes | Tasks | Trigger History

Documents

* Due to permission settings on document types, there may be more documents than are listed.

Show Active Show Archived

NAME	TYPE	JOB	FILE	SIZE	MODIFIED	STATUS	DATE	TASKS
Background Consent - Faculty	Background Consent	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Background Consent.pdf	74.83 KB	Wed 9/28/16 at 2:23 PM			0
cd	Cover Letter	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	HireTouch Testing Cover Letter 1.pdf	41.65 KB	Wed 9/28/16 at 2:29 PM			0
cv	Curriculum Vitae	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	HireTouch Testing CV.pdf	56.07 KB	Wed 9/28/16 at 2:29 PM			0
EEO Data Sheet	EEO Data Sheet	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	EEO Data Sheet.pdf	99.45 KB	Wed 9/28/16 at 2:29 PM			0
Employment Application - Faculty	Application	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Employment Application.pdf	83.34 KB	Wed 9/28/16 at 2:29 PM			0
Faculty Applicant Selection Authorization Form with Approvals USE	Applicant Selection Authorization Form	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Applicant Selection Authorization Form.pdf	108.98 KB	Fri 9/30/16 at 10:36 AM			0
Faculty Applicant Selection Authorization Form with Approvals USE	Applicant Selection Authorization Form	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Applicant Selection Authorization Form.pdf	103.08 KB	Fri 9/30/16 at 10:40 AM			0
Letter of Recommendation Upload	Letter of Recommendation Upload	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of Recommendation Upload.pdf	46.48 KB	Thu 9/29/16 at 4:26 PM	Rocky Rocket		0
Reference Form	Reference Form	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Reference Form.pdf	67.47 KB	Wed 9/28/16 at 2:26 PM	Testing External Applicant 1		0
Reference Letter from Briggs	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation 2.pdf	11.19 KB	Wed 10/12/16 at 9:45 AM	Lori Smith		0

Records 1-10 of 14 | First | Previous | Next | Last | Page 1 | Per Page 10

Click on the File name of each letter of recommendation you wish to review to open pdf file

Testing External Applicant 1 (lksmith@bgsu.edu)
 Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services - Hired

Return to Applicants
 Testing External Applicant 1 Prospect Record

Demographics | Jobs | Activity | Duplicates | Processes

Alerts | Correspondence | Documents | Events | Notes | Tasks | Trigger History

Documents

Due to permission settings on document types, there may be more documents than are listed.

Show Active Show Archived Letter of Recommendation CLEAR

NAME	TYPE	JOB	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
Reference Letter from Briggs	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation 2.pdf	11.19 KB	Wed 10/12/16 at 9:45 AM	Lori Smith	0	0
Reference Letter from Johnson	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation 3.pdf	11.20 KB	Wed 10/12/16 at 9:45 AM	Lori Smith	0	0
Reference Letter from Miller	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation.pdf	11.18 KB	Wed 10/12/16 at 9:46 AM	Lori Smith	0	0
Reference Letter from Smith	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation.pdf	11.14 KB	Thu 9/29/16 at 4:26 PM	Rocky Rocket	0	0

Records 1-4 of 4 | First | Previous | Next | Last | Per Page 10

Add a Document Convert Documents Download Documents View Previews

Return to all applicants by clicking 'View Applicants by Job'

NAME	TYPE	JOB	FILE	SIZE	MODIFIED	USER	NOTES	TASKS
Reference Letter from Briggs	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation 2.pdf	11.19 KB	Wed 10/12/16 at 9:45 AM	Lori Smith	0	0
Reference Letter from Johnson	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation 3.pdf	11.20 KB	Wed 10/12/16 at 9:45 AM	Lori Smith	0	0
Reference Letter from Miller	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation.pdf	11.18 KB	Wed 10/12/16 at 9:46 AM	Lori Smith	0	0
Reference Letter from Smith	Letter of Recommendation	Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services	Letter of recommendation.pdf	11.14 KB	Thu 9/29/16 at 4:26 PM	Rocky Rocket	0	0

Records 1-4 of 4 | First | Previous | Next | Last | Per Page 10

Add a Document Convert Documents Download Documents View Previews

Applied: Wed 9/28/16 at 2:16 PM
 Status: Hired

Processes

Application: Completed 9/30/16
 Letter of 2 of 3 9/30/16

References Received:

Committee Review: Qualified: 9/30/16
 Proceed

Phone Request: 9/30/16
 Interview: College/Dept Review (Faculty)

On-Campus On-Campus: 9/30/16
 Request: Interview Approved

References: Not Started 9/30/16
 Chair/Director: Approved 9/30/16
 RTI Review:

Deans RTI: Approved 9/30/16
 Review:

Provosts: Approved 9/30/16
 Review:

Schedule: Completed 9/30/16
 On-Campus Interview:

Background: Approved 9/30/16
 Check:

Hire: Pending 9/30/16
 Proposal: Approval

Hiring: Pending 9/30/16
 Approval: Approval
 Offer: Accepted 9/30/16

Job Details

Title: Z Test LORI Assistant Professor School of Teaching and Learning & School of Intervention Services

Location: BGSU Main Campus
 Category: Faculty
 Department: Arts Village
 Organization: Faculty/Tenure Track/Tenured
 Job Status: Approval Pending

[View Applicants by Job](#)

Other Jobs

*Test 1 Assistant Professor