

Requesting References in eTerp

There are three ways to receive reference(s) from applicants in the eTerp system providing the flexibility to ask for confidential or non-confidential references. You need to select only **one** out of the three choices:

- 1) List of Reference - contacts provided by applicants, no system generated emails
- 2) Online Reference Feature – email generated from eTerp when applicant status is changed to Send On Line References to the providers allowing for letter(s) to be submitted confidentially by reference providers. **(To use this feature you must complete the On Line Reference tab when creating the posting)**
- 3) Reference Letters - uploaded by applicants when applying

List of References (Emails are not generated through eTerp)

- As applicants apply, they will be asked to provide a one page document that lists their reference providers who can be later contacted outside of eTerp by the Search Committee/Hiring Official.
- To use the list of references option, select the “List of References” as a required or optional document on the Applicant Documents tab when creating the posting in eTerp.
- The Search Committee/Hiring Official will then contact the references provided by the applicant outside of the eTerp system.

OR

Online Letter(s) of Reference (Emails are sent from eTerp to reference providers by changing the applicant status)

- As Applicants apply, they will be asked to provide the requested number of contact information (name and email) of their reference providers.
- The Search Chair/Hiring Official will determine when they want to send the email to the reference providers during the search process.
- Reference providers will receive an email when the Search Chair/Designee changes the applicant’s status to “Send On-line References”.
- The Reference Provider will receive a reference link and instructions on how to provide their reference electronically by either uploading a document or providing text. This information is then submitted to the system electronically and confidentially. The applicant cannot view these references.
- Applicants will be able to check the status of their reference letter (only in number, for example, "1 out of 3 references" received) by logging in to the applicant portal (jobs.umd.edu) and clicking on “Application Status” to view the status of jobs they have applied for.
- **To use the online letter(s) of reference option, you will need to complete the fields on the “On- Line Reference” tab when creating an action within the eTerp system.**

OR

Letter(s) of Reference (applicant provides reference letters - not confidential)

- Applicants will be asked to upload the letter(s) of reference as they apply to a posting. These references are not confidential since the applicant is providing them.
- To use the letter(s) of reference option, you can select up to three letters by clicking “Reference Letter 1”, “Reference Letter 2” and “Reference Letter 3”, as required or optional document(s) on the Applicant Documents tab in eTerp