**Letter of Recommendation (References)**

*You can confidentially request a letter of recommendation from the references listed by the applicant in the system. It will send the reference an email requesting the letter.*

Part A: Sending Initial Request for a Letter of Recommendation

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of your screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applicants which is located to the right of the job title.

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1. Click on the applicant’s name.
2. Under the **Applications** section, click **Actions** to the right of the position you are viewing.



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1. Click **View references**.
2. Click **Send invitations** in the top left corner.



1. Enter number of days until the reference invitation link expires.
2. Do not edit the capitalized merge fields in the email.
3. Click Send. An email will automatically be sent to the references that the applicant provided.

Part B: Re-sending a request

*If the reference does not respond within the given timeframe and you need to re-send the link.*

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of your screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applications which is located to the right of the job title.

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1. Click on the applicant’s name.
2. Under the **Applications** section, click **Actions** to the right of the position you are reviewing.



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1. Click **View references**.
2. Click **Resend** to the right of the reference’s name.
3. Enter number of days until the reference invitation link expires.
4. Do not edit the capitalized merge fields in the email.
5. Click Send. An email will automatically send to the references the applicant provided.
* The person providing the reference will be able to manually type or upload a Letter of Recommendation when they click the link in the body of the email.

Part C: View Letter of Recommendation

*How to view the letter of recommendation.*

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of your screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applications which is located to the right of the job title.

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1. Click on the applicant’s name.
2. Under the **Applications** section, click **Actions** to the right of the position you are reviewing.





1. Click **View references**.
2. Click **View answers** to the right of the reference’s name.
3. You can view and print the references. *We do not use the score, so you ignore that part of the form.*