Obtaining & Reviewing Letters of Reference in OMNI HR

This guide will teach you the steps to request that applicants have confidential letters of reference submitted on their behalf via OMNI HR, and how to view them.

Although not mandatory, use of this feature is encouraged for searches requiring candidates to have letters of reference submitted for review.

Key Information:
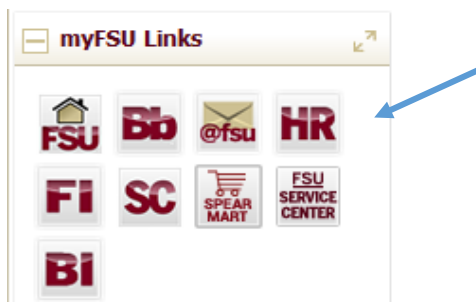Job Opening ID
Required Role: **FSU_SS_MANAGER**

Step	Action
1.	Upon creating the job opening in OMNI HR, choose the "Request Letters of Reference" Posting Description and Template to display the instructions below.

"This position requires that you have three confidential professional letters of recommendation submitted on your behalf. Follow the steps below to request these letters through our system:

1) *After submitting your application, click the Return to Job Search link;*
2) *Click the My References link;*
3) *Click the Send/View Reference Request button next to the appropriate position;*
4) *Follow the steps on that page to send your references a system generated email requesting they submit a letter of recommendation on your behalf.*

You may also return to the My References link and click on "Send/View Reference Request" to see if your references have responded, add additional references, or resend requests."

Step	Action
2.	Hiring departments can view the references submitted for their job openings via OMNI HR. Go to https://my.fsu.edu and sign into OMNI HR with your FSUID.

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Step	Action
3.	Click **Main Menu** > **Recruiting** > **View References**
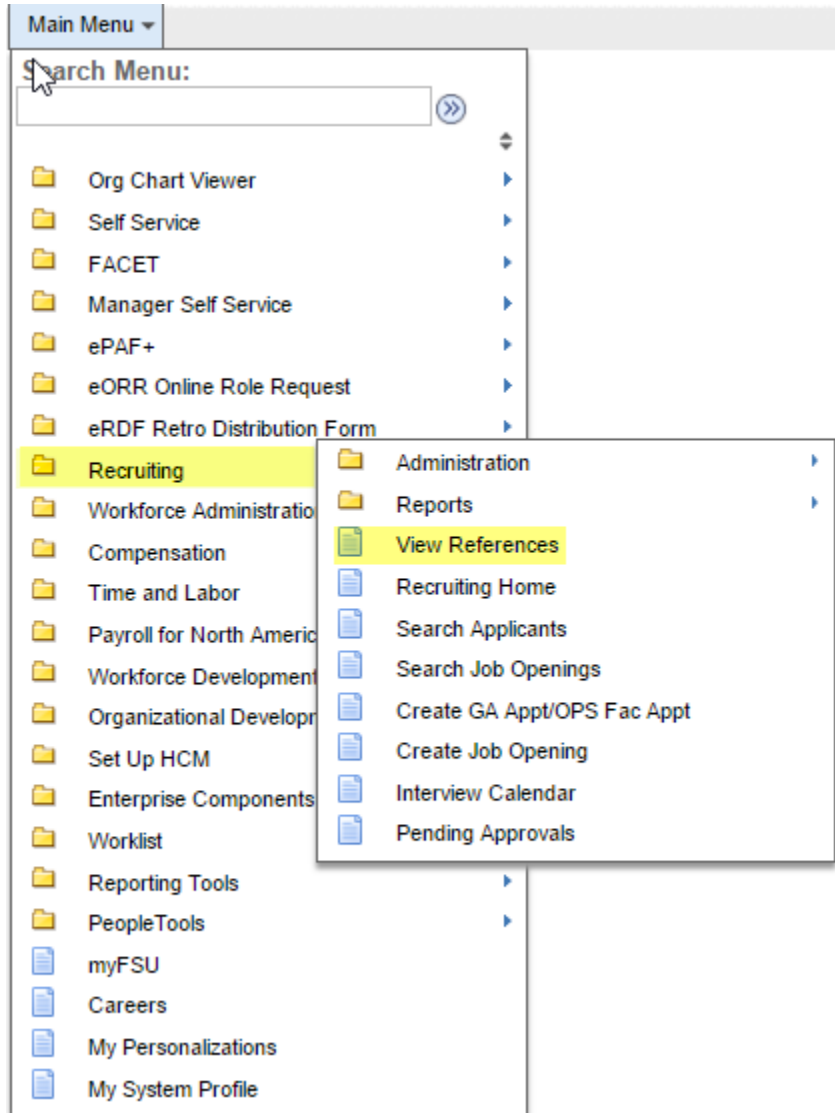
Step	Action
4.	Enter the appropriate job ID in the **Job Opening ID** field and click "**Search.**"

View Reference Letter

Search Criteria

Posting Title:

Job Opening ID:

Search   Clear

Select All   Deselect All   Print All

Personalize | Find | 🖉 | 🖩   First ◀ 1 of 1 ▶ Last

Selected	Applicant ID	Name	Job Opening ID	Posting Title	Submitted Date Time	View References
1 ☐						View References

Step	Action
5.	On the View Reference Letter page, the boxes next to the applicant names will be selected and the **View Reference** button enabled if a reference has been received.

Click on the **Print All** button to view or print all reference letters submitted to date for the applicants in the pool.

Click on the **View References** button across from the applicant's name to review the details per applicant (as shown in step 6 below). |

View Reference Letter

Search Criteria

Posting Title:

Job Opening ID: 40520

Search   Clear

Select All   Deselect All   Print All

Personalize | Find | 🖉 | 🖩   First ◀ 1-65 of 65 ▶ Last

	Selected	Applicant ID	Name	Job Opening ID	Posting Title	Submitted Date Time	View References
1	☑	1095	Test Applicant 1	40520	Associate Professor	08/26/2016 2:22PM	View References
2	☑	1401	Test Applicant 2	40520	Associate Professor	08/26/2016 8:46AM	View References
3	☑	583443	Test Applicant 3	40520	Associate Professor	08/30/2016 9:42AM	View References
4	☑	23217	Test Applicant 4	40520	Associate Professor	08/29/2016 12:10PM	View References
5	☑	40485	Test Applicant 5	40520	Associate Professor	07/08/2016 11:27AM	View References
6	☐	14710	Test Applicant 6	40520	Associate Professor	07/11/2016 7:55PM	View References
7	☐	60238	Test Applicant 7	40520	Associate Professor	07/12/2016 8:48AM	View References
8	☐	82045	Test Applicant 8	40520	Associate Professor	07/08/2016 1:10PM	View References
9	☐	27736	Test Applicant 9	40520	Associate Professor	07/11/2016 4:06PM	View References
10	☐	173354	Test Applicant 10	40520	Associate Professor	07/13/2016 11:15AM	View References

Step	Action
6.	Once you have clicked the **View References** button, letters may be viewed and printed per applicant. You can also see if the reference request was declined.

References

Click View Reference letter to view letters of reference that have been uploaded for each applicant.

Applicant ID: 1095 **Test Applicant 1**   Job Opening ID: 40520   **Associate Professor**   Print All

Personalize | Find | 📷 | 🖼   First ◀ 1-2 of 2 ▶ Last

Selected	Ref Seq Num	Attachment Seq	Referer Name	Email Address	Email Sent Date time	Declined Reference	Referal Response Datetime	View Reference Letter
☑	1	1	Reference 1	@fsu.edu	08/30/2016 9:47AM	☐	08/30/16 2:08PM	View Reference Letter
☐	3	3	Reference 2	jobs@admin.fsu.edu	08/30/2016 11:09AM	☑	08/31/16 8:36AM	View Reference Letter

Return

Congratulations!
You have completed this topic.

Questions on this procedure? *Contact your* [assigned Employment Recruiter](#)*.*