



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**

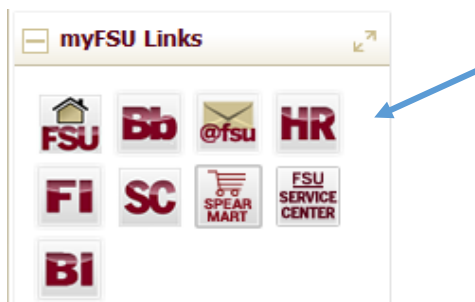
Step	Action
1.	Upon creating the job opening in OMNI HR, choose the “Request Letters of Reference” Posting Description and Template to display the instructions below.

“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.*

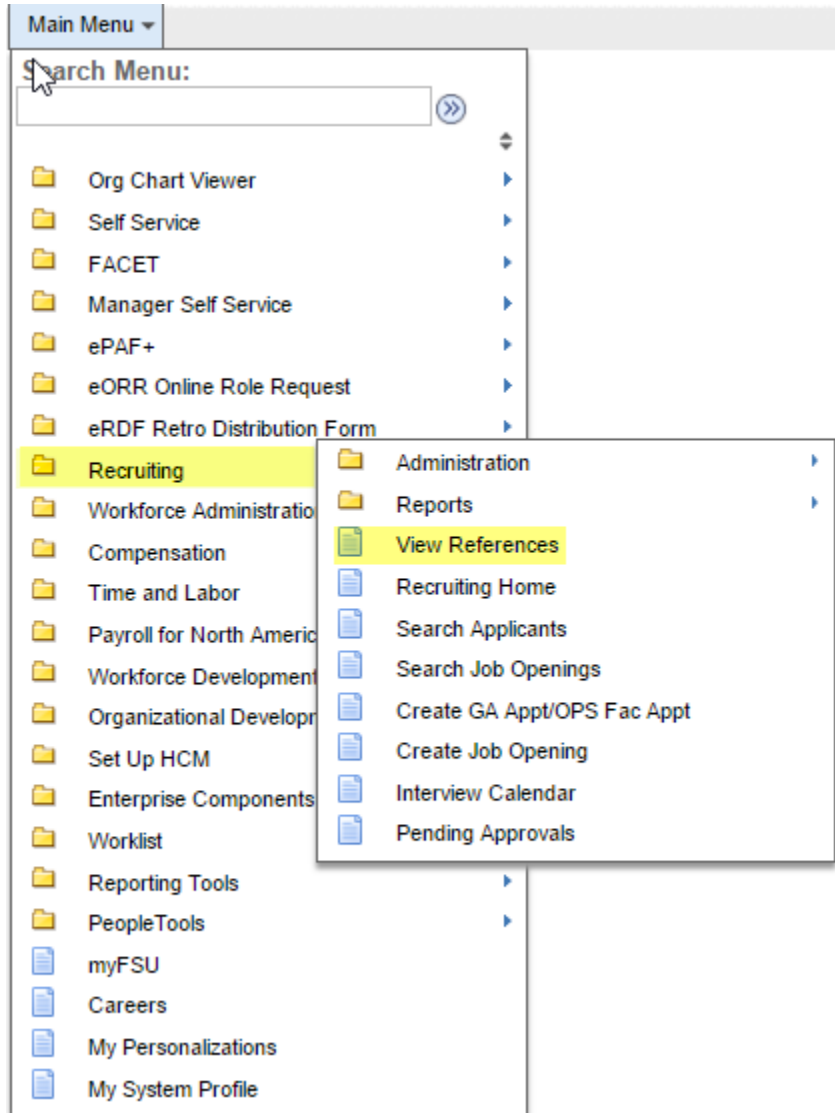
You may also return to the My References link and click on “Send/View Reference Request” to see if your references have responded, add additional references, or resend requests.”

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.





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:

Selected	Applicant ID	Name	Job Opening ID	Posting Title	Submitted Date Time	View References
1 <input type="checkbox"/>						<input type="button" value="View References"/>

Step	Action
5.	<p>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.</p> <p>Click on the Print All button to view or print all reference letters submitted to date for the applicants in the pool.</p> <p>Click on the View References button across from the applicant’s name to review the details per applicant (as shown in step 6 below).</p>

View Reference Letter

Search Criteria

Posting Title:

Job Opening ID:

Selected	Applicant ID	Name	Job Opening ID	Posting Title	Submitted Date Time	View References
1 <input checked="" type="checkbox"/>	1095	Test Applicant 1	40520	Associate Professor	08/26/2016 2:22PM	<input type="button" value="View References"/>
2 <input checked="" type="checkbox"/>	1401	Test Applicant 2	40520	Associate Professor	08/26/2016 8:46AM	<input type="button" value="View References"/>
3 <input checked="" type="checkbox"/>	583443	Test Applicant 3	40520	Associate Professor	08/30/2016 9:42AM	<input type="button" value="View References"/>
4 <input checked="" type="checkbox"/>	23217	Test Applicant 4	40520	Associate Professor	08/29/2016 12:10PM	<input type="button" value="View References"/>
5 <input checked="" type="checkbox"/>	40485	Test Applicant 5	40520	Associate Professor	07/08/2016 11:27AM	<input type="button" value="View References"/>
6 <input type="checkbox"/>	14710	Test Applicant 6	40520	Associate Professor	07/11/2016 7:55PM	<input type="button" value="View References"/>
7 <input type="checkbox"/>	60238	Test Applicant 7	40520	Associate Professor	07/12/2016 8:48AM	<input type="button" value="View References"/>
8 <input type="checkbox"/>	82045	Test Applicant 8	40520	Associate Professor	07/08/2016 1:10PM	<input type="button" value="View References"/>
9 <input type="checkbox"/>	27736	Test Applicant 9	40520	Associate Professor	07/11/2016 4:06PM	<input type="button" value="View References"/>
10 <input type="checkbox"/>	173354	Test Applicant 10	40520	Associate Professor	07/13/2016 11:15AM	<input type="button" value="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](#)

Selected	Ref Seq Num	Attachment Seq	Referer Name	Email Address	Email Sent Date time	Declined Reference	Referral Response Datetime	View Reference Letter
<input checked="" type="checkbox"/>	1	1	Reference 1	@fsu.edu	08/30/2016 9:47AM	<input type="checkbox"/>	08/30/16 2:08PM	View Reference Letter
<input type="checkbox"/>	3	3	Reference 2	jobs@admin.fsu.edu	08/30/2016 11:09AM	<input checked="" type="checkbox"/>	08/31/16 8:36AM	View Reference Letter

[Return](#)

Congratulations!
You have completed this topic.

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