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

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<tr>
<th>Step</th>
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<tr>
<td>1.</td>
<td>Upon creating the job opening in OMNI HR, choose the “Request Letters of Reference” Posting Description and Template to display the instructions below.</td>
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“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.”

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<td>2.</td>
<td>Hiring departments can view the references submitted for their job openings via OMNI HR. Go to <a href="https://my.fsu.edu">https://my.fsu.edu</a> and sign into OMNI HR with your FSUID.</td>
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Last updated 5/3/17
3. Click Main Menu > Recruiting > View References
### OMNI HR Training Guide

**Letters of Reference in OMNI HR**

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<td>4.</td>
<td>Enter the appropriate job ID in the <em>Job Opening ID</em> field and click “Search.”</td>
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#### View Reference Letter

![Image of reference letter search criteria]

**Step**

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).
### Step 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.

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**References**

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

![Reference Letter Preview](image)

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**Congratulations!**

You have completed this topic.

*Questions on this procedure? Contact your assigned Employment Recruiter.*