



Step by Step Instructions for Reference Writers

[You can get this file by clicking on the icon above on the "Refs" page after login as a reference writer. Click on the [doc] link if you want to save it as a Word file so you can edit and keep locally. Please email your corrections or updates to us.]

To upload a reference letter for an applicant, you should have already received a reference letter request email similar to this sample:

This is an automated message from AcademicJobsOnline.Org, sent at the direct request of *First1 Last1* , who is applying for positions using this web service and has named you as one of the references. The applicant would like to request a generic letter of reference from you. A generic letter is used for all the applications the applicant wants to submit, and you only need to upload it once.

To upload your letter, please open the following URL in your web browser:

<https://academicjobsonline.org/ajo/cid/4087fb7847c4d889c99b5aa6562afe58>

and follow the on-screen instructions. Click on the "Refs" link if you need to manage your existing letters in the system. After submitting your letter, please click on the "Logout" link to logout. This URL is only good for two months, and a new URL or direct login will be necessary after that. Please ask the applicant directly about when your letter is needed.

When you are ready to upload the letter, please open the URL in the email in a web browser to go directly to the letter uploading form:

AcademicJobsOnline.org Refs | Jobs | Employers | Help | Logout

Reference Letter Submission for **First1 Last1** (applications)

Part 1. What to do?
 Post it as a new letter ← first decide to post it as a new letter or to replace an old letter
 Replace Reference Letter (TEXT, PDF, 22 bytes, 1 page, generic letter, posted 2018/03/19, #1000000163)

Entry Name: Reference Letter#1 same as filename, allow applicant to see the Entry Name.

Part 2. Select your letter file *
 Select a file to upload
 No file selected. ← click to select the letter from your local system
 OR type in text/URL/HTML directly here. ← click if you want to post a letter for one employer only

*** No need to change the default permission here if you are submitting a generic letter ***

Part 3. Access permissions (optional)
 The default permission is that your letter, once submitted, could be viewable to any institutions/employers where this applicant makes an application and for which you don't have a tailored letter, and it's called a *generic letter*.
 • You may limit access to your letter to one employer if necessary (and it's called a *tailored letter*.) by clicking on this → .
 • Alternatively, if you want to submit a letter for all the applications of a given type (such as postdocs) only, please click on this → .
 • Please submit your letter as a generic letter if possible, to avoid the need to submit any more letters.

Expiration * 2019/09/21 ← set the expiration date for the letter
(YYYY/MM/DD, the last day this can be used to apply for jobs)

Part 4. ← submit it

On this form, you first need to decide whether to upload the letter as a new letter or to replace an existing one. **Please don't replace any letters which are still in use**, for example, don't replace a tailored letter for some employer if that application is still active. Next click on the "Browse" or "Choose File" button to select the file for your letter from your local system. If this letter is to be used for all the applicant's applications (a generic letter), you can just press "Submit" button to submit it. If it's a letter for one employer (a tailored letter), please click on the green arrow to select the employer first. Once it's submitted, you'll see:

Part 5. Reference Letter Submission: Verification

- First1 Last1 <appl1@b.c.d> (emailed 2018/03/21, applications deadline 2018/04/28)
 - Reference Letter#1 [data PDF **NOW CLICK THIS TO VERIFY**, 1 page, 9 bytes, posted 2018/03/21, generic letter, ✓), #1000000165]
 - Click the PDF link above to make sure the converted PDF file looks OK (or click [here](#) if your PDF viewer doesn't work properly). **If the PDF file looks OK, the uploaded letter is successfully submitted and confirmed, no further action from you is required.** If it doesn't look OK, you may need to upload a PDF version (or the original Word version if your file was saved from a Word file) instead, or click [here](#) to see if a better PDF file can be made with minimal conversion.
 - The letter expires on 2019/09/21
 - The letter is set to be viewable by all employers to which the applicant has applied or will be applying at this website.
 - If you need to upload another letter for the same applicant in addition to this one, please click [here](#). DO NOT use your web browser's back button unless you want to redo this upload.

Here you can click on the "PDF" link to review the letter to make sure it looks right. Once that's done, please click on "Press to confirm it as verified" to finish it.

Done Reference Letter Submission: Confirmation

Your letter has been successfully submitted. This is the final confirmation. You can click on the **Refs** link above to see all the letters you have already submitted, or click on **Logout** to log out. Thank you.

If you need to upload another letter for the same applicant, please click [here](#). DO NOT use your web browser's back button.

That's all you need to do to upload a letter. You can click on the 'applications' link to see the list of active applications this applicant currently has and the letter each application uses. Click on the "Refs" link if you want to review all your letters or work on them directly. Click on "Logout" to log out your account.

FOR HELP:

For FAQs please log into AJO and click FAQs under the Help menu (<https://academicjobsonline.org/ajo/faqs/10>)

For other user documentation click User Guide under the Help menu (<https://academicjobsonline.org/help/academicjobs/userdoc/>)

You can always submit a help request to support@academicjobsonline.org