InfoReady Reference Letter Writer Guide

Overview

The reference letter feature in InfoReady allows applicants to request a reference letter from a letter writer by entering that person's email address. Once the application is submitted, the system will send an email notification to the letter writer. The reference will need to click the link in the email to go to the page where the reference letter should be uploaded. Letter writers will **not** be required to create an account or log in to the system if they follow this process.

If you have additional questions after reading the guide, please contact either the administrator of the opportunity or the InfoReady Support team at support@inforeadycorp.com.

Process

Email Notification

If an applicant asks you to provide a reference letter for them, you'll receive an email in your inbox like the one shown below:

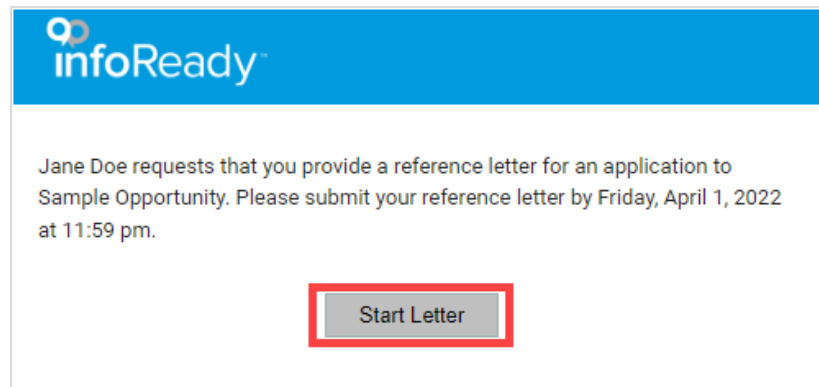The email will contain the following information:

- Name of the applicant who requested the reference letter
- Name of the opportunity
- Submission deadline for the reference letter
- Link to the page where you can submit the reference letter
- Additional instructions from the administrator or applicant providing details (optional)

Steps to Submit Letter

- Open the email and click the "Start Letter" button to go to the letter submission page. **There is no need to log into the InfoReady site to submit your reference letter.**

- Upon clicking the link, you'll be taken to a page like the one shown below. Click the **Choose File** button to select the reference letter file from your computer that you would like to upload.

- After uploading the reference letter, the file name will appear on screen to confirm the correct file was uploaded. If you selected the wrong file, click the **Delete** button to remove the file and repeat the previous step.

Submit a Reference Letter

To submit the reference letter:

1. Click the button labeled "Choose File".
2. Select the desired file from the pop-up window that appears on the page.
3. After the file has been selected, click the button labeled "Submit Reference Letter" to complete the process.

Applicant Name: Jane Doe

Application Title: Here is a sample

Opportunity Name: Sample Opportunity

Reference Letter Deadline: Friday, April 1, 2022 at 11:59 pm

Instructions from Applicant: Jane Doe requests that you provide a reference letter for an application to Sample Opportunity. Please submit your reference letter by Friday, April 1, 2022 at 11:59 pm.

Upload Reference Letter: BLANK.docx [Delete] ②

Verify file. ③ Submit Reference Letter

- To finalize the process and submit the reference letter, click the **Submit** button. You will not be able to change the file after this point.
- You will see a green on-screen confirmation message if the letter was submitted successfully. A similar blue message will be visible if you return to the reference letter page in the future by clicking on the link in the original email.

Submit a Reference Letter

> Your reference letter was submitted! ×
> Thank you for taking the time to submit a reference letter on behalf of this Applicant.

Applicant Name: Jane Doe

Application Title: Here is a sample

Opportunity Name: Sample Opportunity

Reference Letter Deadline: Friday, April 1, 2022 at 11:59 pm

Instructions from Applicant: Jane Doe requests that you provide a reference letter for an application to Sample Opportunity. Please submit your reference letter by Friday, April 1, 2022 at 11:59 pm.

Uploaded Letter BLANK.docx

FAQs

Q: What if I submitted the wrong reference letter?

A: If you submitted the wrong reference letter, please contact either the administrator of the opportunity or the InfoReady Support team at support@inforeadycorp.com.

Q: What if I am unable to be a letter writer for an applicant and need to be removed?

A: Please contact the applicant and opportunity administrator. They will be able to make the updates to remove you as the letter writer and assign a different person

Q: May someone else, such as a department administrator or graduate assistant, upload the reference letter on my behalf?

A: Yes, another person may upload the reference letter on your behalf. The only thing you need to do is forward the request to the person that will be uploaded the letter.

Q: Can the applicant see my reference letter?

A: It depends on the settings selected by the administrator managing the opportunity. The default setting is to make reference letters confidential and prevent applicants from seeing them, though the administrator can change the default setting.

Q: Which file types are allowed?

A: The system accepts most file types. Do not submit .pages files as they can cause issues with viewing the application later. The most common file types for reference letters are PDF and Word files (.doc and .docx).