

## How to Upload Recommendation/Reference Letters to an Application

As a Search Chair, Recommendation/Reference Letters will be emailed to you if requested in the 'Special Instructions to Applicants' section of the Posting. You will save these letters as usual to a PDF or Word document. Then you may upload these letters to each respective application using the following guide:

1. Login to AppState Careers as Search Chair

User Group:

2. Navigate to your posting

Postings ▾  
SHRA Staff  
EHRA Non Faculty S  
Faculty  
Temporary

3. Choose the Applicants Tab

Summary | History | Settings | Applicants | Reports

4. Select the Applicant for which you will be uploading the Letter of Recommendation/Reference Letter

5. Click on the 'Supporting Documents' tab

Department: Psychology - 250800 |  
Summary | Documents | Supporting Documents | History | Reports

6. Click the button to Add Document

Supporting Documents

7. Click 'Choose File', then choose the file from your computer that you would like to upload. (You may give the file a name/description if you choose. Otherwise the file will upload with the same name as you have it on your computer). Then click Submit.

Add a Document  
Document types that are supported include .doc, .docx, .pc  
Name  
  
Description  
  
Choose File | No file chosen

8. You will then be able to view the Supporting Documents (Recommendation/Reference Letters) that have been uploaded. Your Search Committee will also be able to view these documents. The Applicant will not have access to these documents as they can only be viewed internally.