



Colorado State University

# CSU Talent Management

## User Guide - Applicants

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How to check the status of your Recommendation Letters

# Log in to your CSU Jobs website account



Jobs @ Colorado State University

A World Class Research University, Committed to Excellence and Engagement.

1. Log in to your CSU Jobs website account at [jobs.colostate.edu](https://jobs.colostate.edu) and click on 'Your Applications' from the left side menu.

Search Jobs

|                |                |                   |                         |                    |
|----------------|----------------|-------------------|-------------------------|--------------------|
| New Job Alerts | Search Process | Employee Benefits | Principles of Community | About Fort Collins |
|----------------|----------------|-------------------|-------------------------|--------------------|

- Your Bookmarked Postings
- Your Applications**
- Your Documents
- Account Settings
- Demographic Info
- Logout Harry
- Help



Faculty Jobs



Research Professional Jobs

# Click on 'Reference Requests'



- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
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- Help

## Your Applications (1)

### Applications to Complete (0)

In order to be considered for these postings, you must complete your application prior to the Closing Date.

You do not have any in-progress applications.

1. Locate the posting under Completed Applications and click on 'Reference Requests'.

### Completed Applications (1)

|                                     | Confirmation Number | Posting Number | Status   | Application Date | Application Materials   |
|-------------------------------------|---------------------|----------------|--|------------------|---|
| <a href="#">Assistant Professor</a> | CN000386370         |                | Under Review by Dept/Committee<br><a href="#">Withdraw Application</a> | October 30, 2019 | <a href="#">Application Reference Requests</a><br><a href="#">Cover Letter</a><br><a href="#">Resume or CV</a><br><a href="#">Statement of Research Interests</a><br><a href="#">Statement of Teaching Interests</a><br><a href="#">Other</a> |



# Reference Request Status page



COLORADO STATE UNIVERSITY

Jobs @ Colorado State University

## Reference Request status

Application for Assistant Professor

| Reference          | Email                    | Recommendation solicited | Recommendation received |
|--------------------|--------------------------|--------------------------|-------------------------|
| Albus Dumbledore   | adumbledore@hogwarts.edu | 10/30/2019 02:54 PM      | No                      |
| Hermione Granger   | hgranger@mm.com          | 10/30/2019 02:54 PM      | 10/30/2019 02:55 PM     |
| Minerva McGonagall | mmcgonagall@hogwarts.edu | 10/30/2019 02:54 PM      | 10/30/2019 02:56 PM     |

Note: The Reference Request status page displays the current status of your letters of recommendation and which references have responded.

'Recommendation solicited' indicates if and when a reference provider has been asked to provide a letter of recommendation.

'Recommendation received' indicates if and when the reference's letter has been uploaded and received by the online system.

If you need to edit or replace a reference, please contact the Office of Equal Opportunity at (970) 491-5836 or email at [oeo@colostate.edu](mailto:oeo@colostate.edu).

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Human Resources  
(970) 491-6947

Office of Equal Opportunity  
(970) 491-5836

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# Need further help?

Please reach out to the Search Contact for this job posting if you need further help, or email the Office of Equal Opportunity at [oeo@colostate.edu](mailto:oeo@colostate.edu)

