

## Overview of the Online Process for Referees

Referees are emailed and provided with a link and a PIN to upload their reference into the Web Recruitment System.

The wording of the email is tailored depending on whether you have added any customised content and the reference template you have selected. For example, an Academic template reference request would read:

Dear Mrs Turton,

### Reference Request for Mr James Bowe

Mr James Bowe has applied to the University for the position of HR Helpdesk Advisor and has given your name as someone whom we can approach for a reference.

I should be very grateful for your evaluation of the suitability of the candidate for this appointment and your assessment of their academic standing and potential, paying particular attention to their performance in teaching and research. To upload your reference, and to see more information about the vacancy in question please visit the link below and authenticate using the PIN: **55770**

<https://hrsystems.admin.cam.ac.uk/recruit-ui/pages/auth/referee-login.xhtml?accessCode=67d28605-7105-4b97-a213-a92ed81d73f4>

<Custom Paragraphs Appear Here>

It would be particularly helpful if you were able to provide your reference by 1 February 2017 so that it may be reviewed by the Appointing Body for the position as part of the selection process.

Please be aware that under the Data Protection Act 1998, applicants would normally have access to the information provided by their referees if they request it from us. This is because an organisation providing a reference is exempt under the Data Protection Act but the organisation receiving the reference is not. If there are strong reasons for protecting the confidentiality of your reference, please state them within your reply. For your information, the law relating to data protection and references is explained at [www.ico.gov.uk](http://www.ico.gov.uk)

Thank you in advance for your assistance in this matter.

Yours sincerely,

Simon Virr

Head of HR Systems

The non-academic template replaces the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> paragraphs with:

I should be very grateful for your assessment of the suitability of the candidate for this appointment. To upload your reference and to see more information about the vacancy in question please visit the link below and authenticate using the PIN: **55770**

<https://hrsystems.admin.cam.ac.uk/recruit-ui/pages/auth/referee-login.xhtml?accessCode=67d28605-7105-4b97-a213-a92ed81d73f4>

<Custom Paragraphs Appear Here>

It would be particularly helpful if you were able to provide your reference by 1<sup>st</sup> February 2017 and would confirm how the candidate is known to you. If they are known to you as an employee, it would be appreciated if you would also provide a brief outline of the position they help, and the dates of their employment and details of any disciplinary record within the last 12 month' of employment.

The non-academic with form template contains a link to be able to download the form in the 3<sup>rd</sup> paragraph and reads:

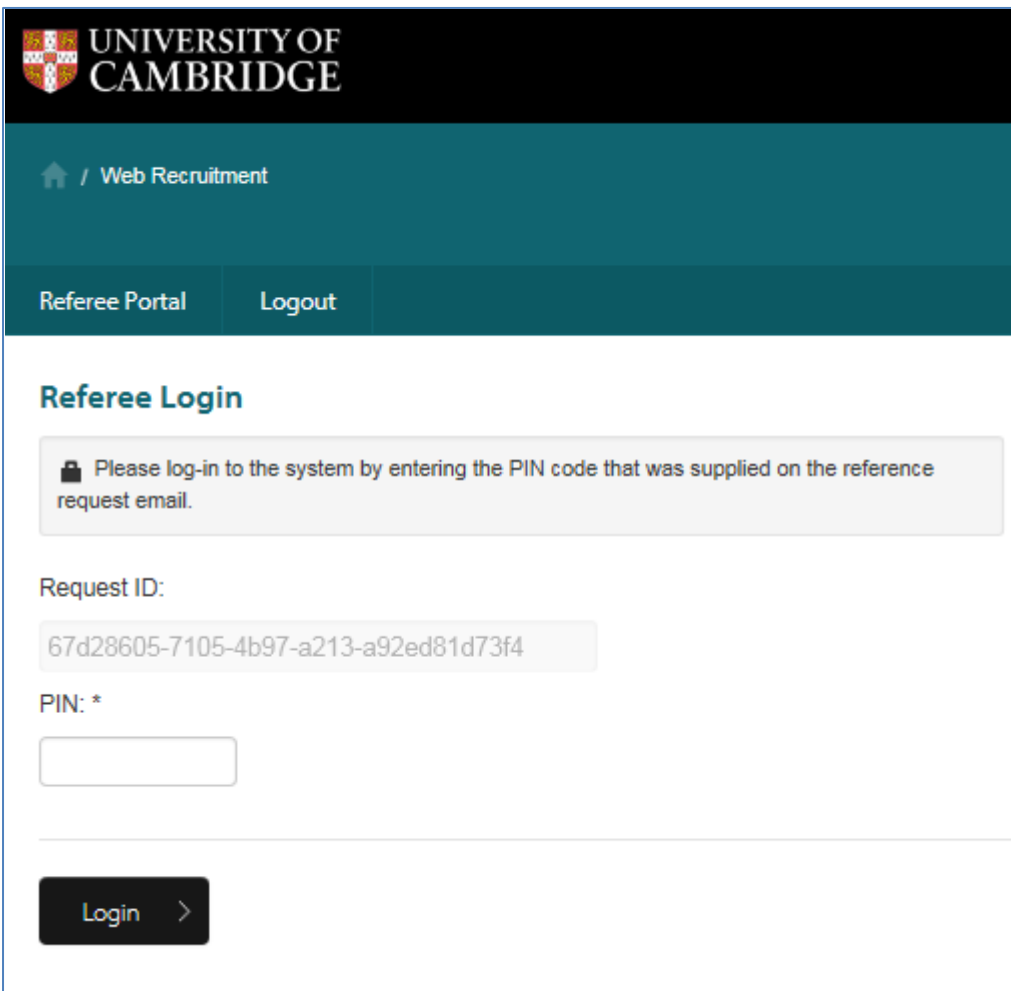
I should be very grateful if you would complete the reference form available for you to download [here](#). Once completed, please upload the form using the link below and authenticate using the PIN: **55770**. It would be particularly helpful if you would upload your reference form by 1 February 2017.

<https://hrsystems.admin.cam.ac.uk/recruit-ui/pages/auth/referee-login.xhtml?accessCode=67d28605-7105-4b97-a213-a92ed81d73f4>

<Custom Paragraphs Appear Here>

Before completing the Reference Request Form, please read the note on Data Protection at the end of the document which explains the right of access to personal information.

When the referee clicks on the link they will be required to enter the PIN and log in.



The screenshot shows the University of Cambridge Referee Login interface. At the top left is the University of Cambridge logo. Below it is a teal navigation bar with a home icon and the text 'Web Recruitment'. Underneath are two buttons: 'Referee Portal' and 'Logout'. The main content area is titled 'Referee Login' and contains a message: 'Please log-in to the system by entering the PIN code that was supplied on the reference request email.' Below this message, there is a 'Request ID:' label followed by a text input field containing the alphanumeric string '67d28605-7105-4b97-a213-a92ed81d73f4'. Below that is a 'PIN: \*' label followed by an empty text input field. At the bottom left of the form is a dark 'Login >' button.

By clicking on this link, they will also be able to view the Job Opportunities advert for the vacancy an individual is applying for, as well as any HR7 Further Information document published with the advert.

The referee will supply their organisation name and their role in the organisation and can then view the role details (advert and further information) and attach their reference.

## Add Reference

Please use this form to provide a reference for **James Robert Bowe** who has applied to the University of Cambridge for the position of **Research Assistant/Associate**.

If you experience any technical difficulties please contact [Technical.RecruitmentSupport@admin.cam.ac.uk](mailto:Technical.RecruitmentSupport@admin.cam.ac.uk) for advice.

[View Role Details](#)

### Your Details

Your Name:\*

Contact Email Address:\*

Organisation Name:

Role in Organisation:

### Attach Reference

Please choose the file you would like to upload.

- The following preferred file types are supported: \*.docx, \*.doc, \*.ppt, \*.pptx, \*.rtf, \*.txt. If you cannot upload a file in any of these formats, you may also upload a \*.pdf file;
- Uploaded files are converted to PDF format
- Once uploaded your file will appear in the table below, please check your file to ensure it has been uploaded and converted correctly

[+ Choose](#)

Uploaded Date/Time	Filename	Action
No records found.		

[Submit Reference >](#)

Where the non-academic with form has been selected as the reference template, then the referee will complete a reference form as below:

UNIVERSITY OF CAMBRIDGE REFERENCE REQUEST PROFORMA	
Reference supplied for:	
Application for position of:	
In what capacity is the above named known to you?	
How long have you employed/know them?	From: To:
What was her/his reason for leaving (if applicable)?	
Please give a brief outline of the main duties and responsibilities undertaken	
Please outline any notable achievements accomplished during the last 12 months (optional)	

Once the reference has been submitted a confirmation will be displayed:

The screenshot shows the top navigation bar of the University of Cambridge web recruitment application, featuring the university's crest and logo. Below the navigation bar is a 'Menu' dropdown. The main content area displays a 'Reference Submitted' confirmation message. A blue information box contains the text: 'Thank you, your reference has been submitted.' Below this, a grey box states: 'Your reference is now final and has been submitted to the recruiter for this position.' At the bottom, a dark teal footer contains the text: 'The Web Recruitment application is provided and managed by the Unified Administrative Service.' and a link for 'Privacy & cookie policy'.

**Note:** If you have requested a reference and then reject the applicant before the reference is completed, the referee will be unable to complete reference details, even though they have received a request. It is, therefore, strongly recommended that you contact affected referees should this situation arise.

## Example Rejection Correspondence

There are two templates used for rejection correspondence in Web Recruitment. It is possible to customise letters individually by inserting custom paragraphs or replace the letters entirely with manually-written correspondence in Web Recruitment. This process is detailed on pages 6-28 of the [Guide To Generating Correspondence](#) available on the HR Systems webpages.

The standard rejection letter sent to applicants at *Received* and *Shortlisting* stages reads:

<p>Dear Mr Bowe,</p> <p><b>Re: AH08084 HR Systems Helpdesk Advisor</b></p> <p>Thank you for your recent application for the above post. I am sorry to tell you that we will not be taking your application any further on this occasion.</p> <p>&lt;Custom Text Goes Here &gt;</p> <p>I would like to thank you for the time and effort you have spent applying for this vacancy and wish you well in your future career.</p> <p>Yours sincerely,</p> <p>Simon Virr</p> <p>Head of HR Systems</p>
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While the standard rejection letter sent to applicants at the *Selection, Committee/Board, Offer* or *Selection* stages reads:

<p>Dear Mr Bowe,</p> <p><b>Re: AH08084 HR Helpdesk Advisor</b></p> <p>Thank you for recently participating in the selection process for the above post. I am sorry to tell you that we will not be taking your application any further on this occasion.</p> <p>&lt;Custom Text Goes Here &gt;</p> <p>If you would like to discuss this further or receive feedback, please contact Mr Alistair Stray on 01223 760999 or via <a href="mailto:Simon.Virr@admin.cam.ac.uk">Simon.Virr@admin.cam.ac.uk</a></p> <p>I would like to thank you for the time and effort you have spent applying for this vacancy and wish you well in your future career.</p> <p>Yours sincerely,</p> <p>Simon Virr</p> <p>Head of HR Systems</p>
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