

To Submit a Reference Letter:

Please click on the link in the e-mail. It will take you to the following page:

The screenshot shows the 'Submit a Recommendation' page on the CAREERS@SMITH website. The page has a green header with the Smith College logo and navigation links. A left sidebar contains a menu with items like 'Home', 'Search Jobs', 'Create Account', 'Login', and various department links. The main content area is titled 'Submit a Recommendation' and contains the following elements:

- Navigation buttons: 'Save changes', 'Next >>', a dropdown menu set to 'Recommendation', and a 'Go' button.
- Instructions: 'Please enter your name and upload a letter of reference for this candidate, then click "Finalize."' and 'If you do not wish to submit a letter of reference, please enter your name, select "Decline," and click "Finalize." Thank you very much.'
- Requirement note: 'Required fields are indicated with an asterisk (\*).'
- Section: 'Reference Provider Information' with two text input fields for 'First Name' and 'Last Name', both marked with an asterisk.
- Checkbox: 'If you wish to decline to provide a recommendation please select this checkbox.' with a checkbox and explanatory text: 'If you wish to decline to provide a recommendation please select this checkbox.'
- Section: 'Alternate Contact Information' with a large text area.
- Bottom navigation: 'Save changes', 'Next >>', a dropdown menu set to 'Recommendation', and a 'Go' button.
- Text at the bottom: 'Deadline for submission:'

Please enter your first and last name, as indicated. If you do intend to provide a reference letter for the candidate, leave the box unchecked and simply click the grey "Next" button at the bottom, and follow the rest of these instructions.

**\*\*If you do not wish to provide a reference letter, please check the box and click the grey "Next" button at the bottom. On the following page, click "Finalize," and you may close out of your browser. Thank you for your time.\*\***

If you do submit a letter of reference, clicking "Next" will bring you here:

Admission | Academics | Student Life | About Smith | Offices

SMITH COLLEGE

CAREERS@SMITH

Home  
Search Jobs  
Create Account  
Login

• About Smith  
• Human Resources  
• Notice of Non-Discrimination  
• Provost/Dean of the Faculty  
• Visiting Smith

Recommendation successfully updated.

### Submit a Recommendation

<< Prev Save changes Next >> Letter of Recommendation Go

**Required Documents**  
Reference Letter: None [Add Reference Letter](#)

<< Prev Save changes Next >> Letter of Recommendation Go

Deadline for submission:

Click on the blue link "Add Reference Letter." It will take you to the upload page:

Admission | Academics | Student Life | About Smith | Offices

SMITH COLLEGE

CAREERS@SMITH

Home  
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• About Smith  
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[Write a Reference Letter](#)

### Upload a Reference Letter

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Browse** button and select the file from your computer. If you wish to alternatively write your document or select a previously added document, use the respective links above.

When you are ready to submit your document, click the **Submit** button.

Name  
Reference Letter 08-22-

Description

File to Upload  
Browse...

Submit

Click the "Browse" button.

It will open a pop-up file select screen for you to select a document, as though you were attaching a file to an e-mail. Choose the reference letter and click "open;" the pop-up screen will disappear and the name of your file will appear in the "File to Upload" box.

Click the grey "Submit" button at the bottom.

You will be returned to the previous screen, but the document you uploaded will be converted to a .pdf document:

Admission | Academics | Student Life | About Smith | Offices

SMITH COLLEGE

CAREERS@SMITH

Home  
Search Jobs  
Create Account  
Login

Document 'Reference Letter 08-22-11 14:08:00' was successfully created.

### Submit a Recommendation

<< Prev Save changes Next >> Letter of Recommendation Go

**Required Documents**

Reference Letter: Reference Letter 08-22-11 14:08:00 - PDF conversion in process

<< Prev Save changes Next >> Letter of Recommendation Go

Deadline for submission:

Click the "Next" button. You will be taken to the summary page:

Home  
Search Jobs  
Create Account  
Login

Recommendation successfully updated.

### Review Recommendation

Finalize [edit this recommendation](#)

**Recommendation**

Please enter your name and upload a letter of reference for this candidate, then click "Finalize."

If you do not wish to submit a letter of reference, please enter your name, select "Decline," and click "Finalize." Thank you very much.

**Reference Provider Information**

First Name:	Reference
Last Name:	Provider
If you wish to decline to provide a recommendation please select this checkbox.	No
Alternate Contact Information	

**Letter of Recommendation**

- [Reference Letter](#) (DOCX | 12.1 KB)

Finalize

Click the grey "Finalize" button.

You will be returned to the Careers@Smith site with a green banner confirming that your recommendation was submitted:



The screenshot shows the Careers@Smith website interface. At the top, there is a navigation bar with links for Admission, Academics, Student Life, About Smith, and Offices. The main header features the Smith College logo and the text "CAREERS@SMITH". A green banner in the center of the page displays the message "Recommendation submitted." Below this banner is a scenic photograph of a pond surrounded by trees. To the left of the main content area is a vertical navigation menu with links for Home, Search Jobs, Create Account, and Login. Below the menu is a list of links: About Smith, Human Resources, Notice of Non-Discrimination, Provost/Dean of the Faculty, and Visiting Smith. The main content area contains a welcome message and instructions regarding the system upgrade.

Admission | Academics | Student Life | About Smith | Offices

SMITH COLLEGE

CAREERS@SMITH

Home  
Search Jobs  
Create Account  
Login

- About Smith
- Human Resources
- Notice of Non-Discrimination
- Provost/Dean of the Faculty
- Visiting Smith

Recommendation submitted.



Welcome to Careers @ Smith. Smith is currently transitioning through an upgrade and would like to thank you for your patience and flexibility during this time. **To search for current job postings, click on "Search Jobs" in the left-hand navigation.**

If you were a user in the old system, going forward, you will be required to create a new account when applying for a position. Again, we apologize for any inconvenience this may cause. Over the next 4-6 weeks we will be closing out all of our current posting that were open in the old system.

If you *applied for a position* prior to **April 12, 2011**, please click [here](#) to sign onto your account to view the job posting status.

Thank you!