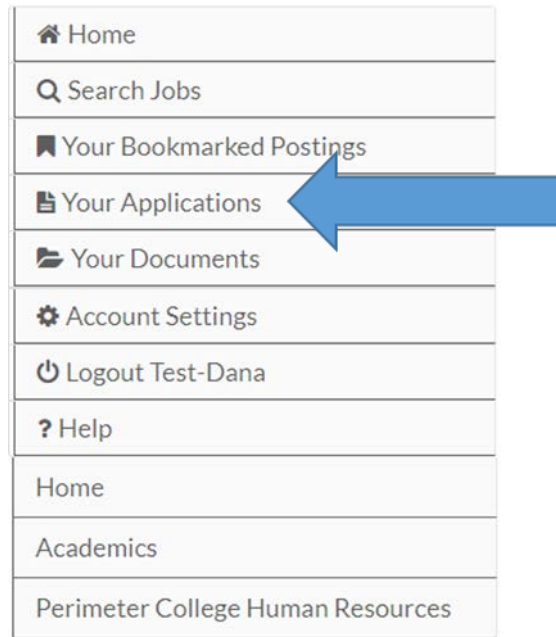
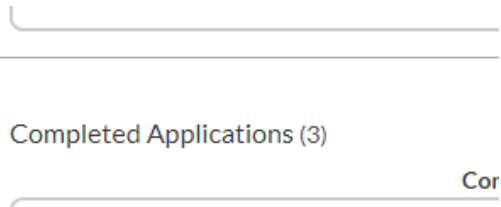


How to Review References Received

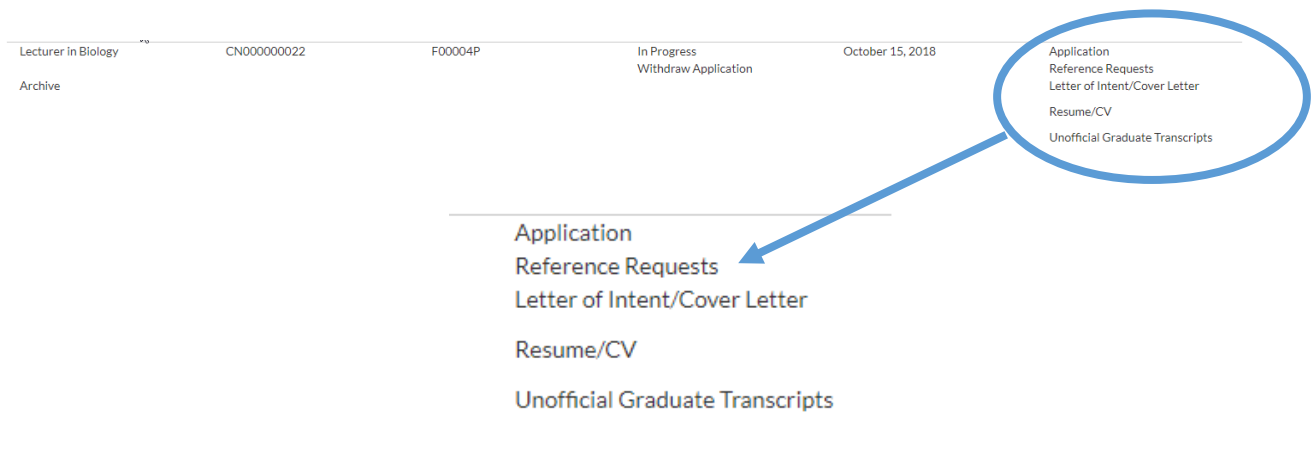
1. Select *Your Applications* from the left hand menu



2. Go to your *Completed Applications*



3. Click on *Reference Requests* for the application of interest



- a. References received will have a time stamp.

Example of time stamped reference:

Dan Brown dbrown6@gsu.edu 09/26/2018 01:39 PM 09/20/2018 10:28 AM

- b. Outstanding reference letters will have the option to *Send Email Reminder*.

Example: Outstanding reference

Dee Brown-Sixtest@gsu.edu 01/14/2019 11:01 AM No

- i. Please be sure to review and confirm the email address
- ii. If a correction or the addition of a personal email address is needed, please contact perimetercareers@gsu.edu for additional instructions.