

How to Submit Your Recommendation

FACULTY OF LIBERAL ARTS
& PROFESSIONAL STUDIES



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How to Submit a Recommendation

OVERVIEW

The brief recommendation process:

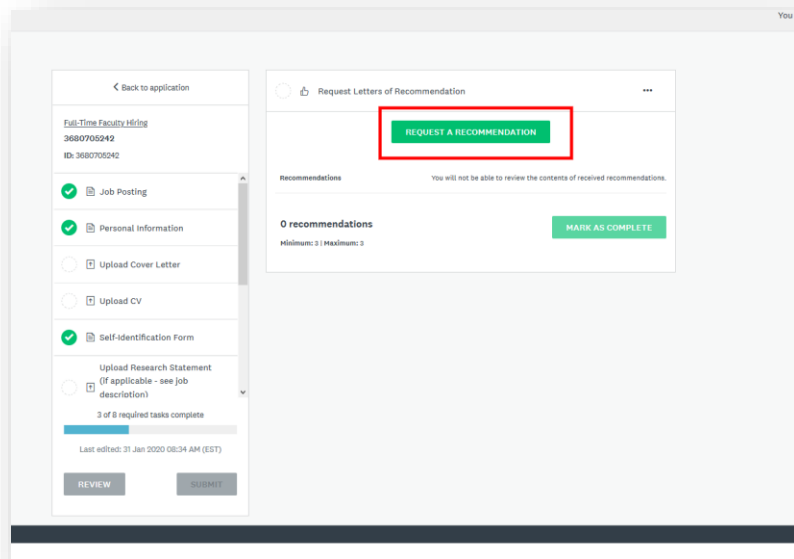
1. Applicant submits the form for recommenders by entering first/last names and contact email.
2. Recommender will receive the email with a link to upload a file.
3. Recommender clicks on a link, creates an account if needed, then uploads the file.
4. Applicant is notified about the completion of the request.

Note: the applicant does not see the provided file.

APPLICANT'S PROCESS

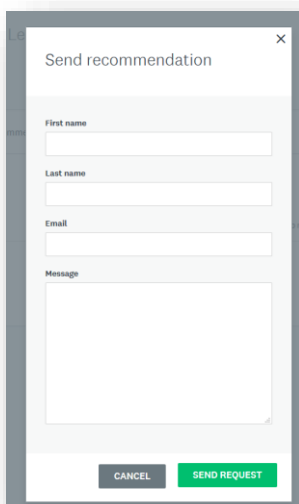
The recommender uploads the recommendation letter directly to the system, therefore there is no need to contact or provide the applicant the recommendation letter separately. Once an applicant submits the form for recommendation, you will be notified via your email.

1. Applicant Clicks on **“Request a Recommendation”** button.



The screenshot shows a web application interface. On the left is a sidebar with a list of application steps: 'Job Posting', 'Personal information', 'Upload Cover Letter', 'Upload CV', 'Self-identification Form', and 'Upload Research Statement'. The 'Self-identification Form' step is currently active and marked with a green checkmark. The main content area is titled 'Request Letters of Recommendation'. At the top of this area is a green button labeled 'REQUEST A RECOMMENDATION', which is highlighted with a red rectangular box. Below this button, there is a section for 'Recommendations' with a note stating 'You will not be able to review the contents of received recommendations.' It shows '0 recommendations' and a 'MARK AS COMPLETE' button. At the bottom of the sidebar, there are 'REVIEW' and 'SUBMIT' buttons.

2. Applicant enters first and last names and contact email and clicks on **“Send Request”** button.



The screenshot shows a modal window titled 'Send recommendation'. It contains four input fields: 'First name', 'Last name', 'Email', and a larger 'Message' text area. At the bottom of the modal, there are two buttons: a grey 'CANCEL' button and a green 'SEND REQUEST' button.

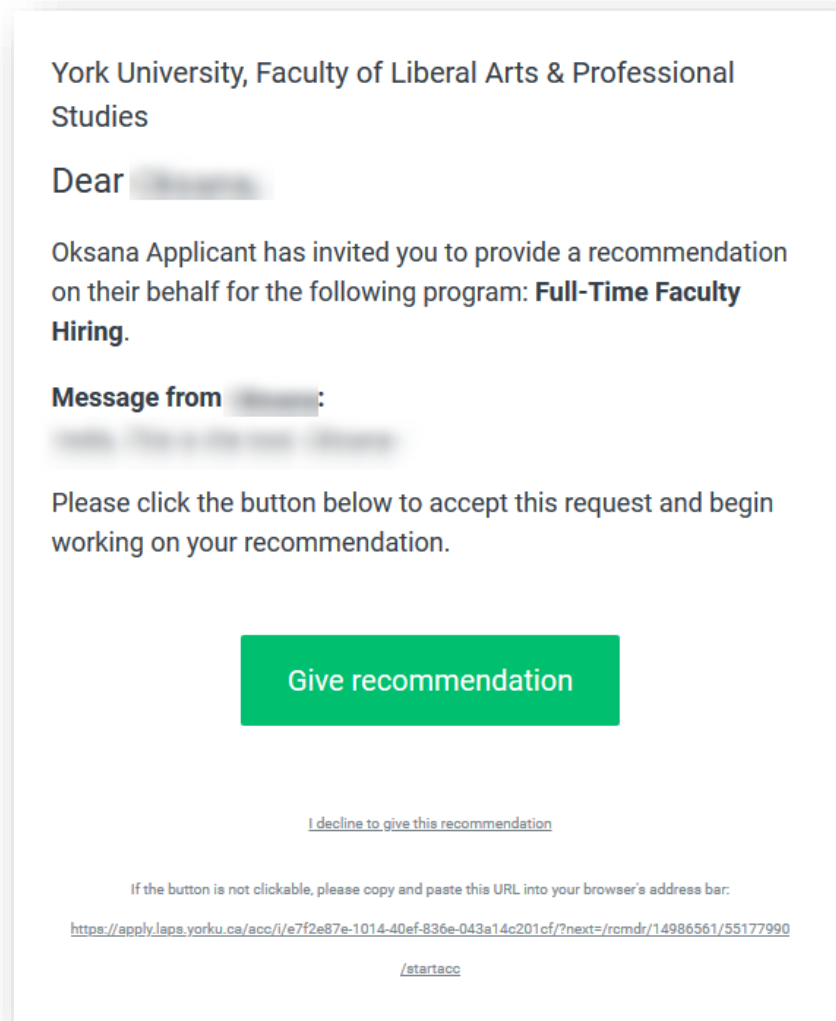
3. At this stage, the email is sent to recommender.

RECOMMENDER'S PROCESS

Sent Invitation

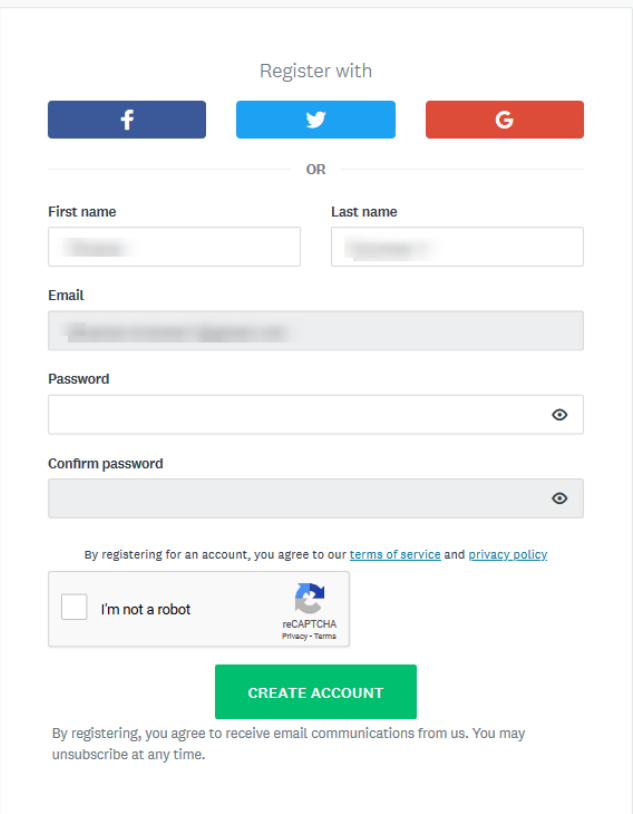
The current settings of the application do not allow applicants to view the recommendations provided; however, they will be aware if the recommendation was given or declined.

1. Check your Inbox for an email from York University with “**Give recommendation**” button
Note: The email should go directly to your inbox; however, depending on your email application settings it might be filtered to other folders: i.e. Junk.



2. Click on “**Give Recommendation**” button.

Note: If you have never accessed the site, you will be prompted to register in this system by entering your first, last and email address, and create a new password. After completing this stage, you will be able to see the assigned submitted applications.



The registration form is titled "Register with" and features three social media login buttons: Facebook (f), Twitter (bird icon), and Google (G). Below these is an "OR" separator. The form includes input fields for "First name", "Last name", "Email", "Password", and "Confirm password". Each password field has a toggle icon for visibility. A checkbox labeled "I'm not a robot" is accompanied by a reCAPTCHA logo and "Privacy - Terms" link. A green "CREATE ACCOUNT" button is positioned below the checkbox. At the bottom, a disclaimer states: "By registering, you agree to receive email communications from us. You may unsubscribe at any time."

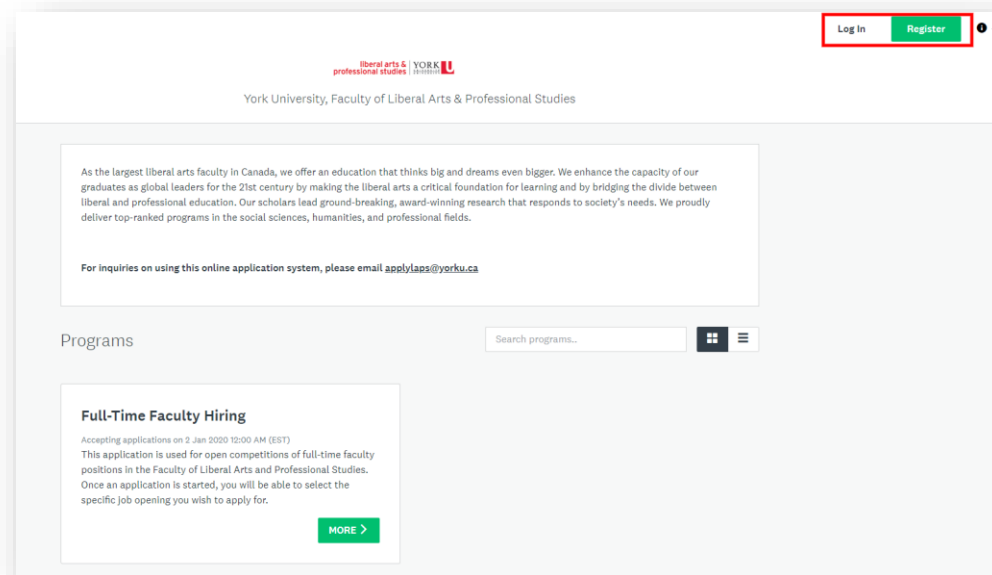
Important: If you have any issues, you can complete your registration by going directly to the site (<https://apply.laps.yorku.ca>). You will need to use the **same** email address on which the invitation was sent. For detailed instructions, see section below "[How to Access Page](#)"

3. Log into the system with your email address and password.

How to Access the Applicant's Page

Once you have received your invitation and you have registered your access account, you will then be able to access the submitted applications by following the instructions below.

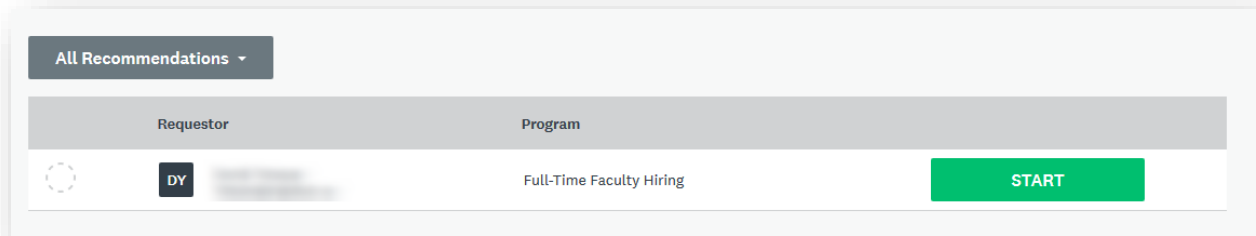
1. Go to Application Portal: <https://apply.laps.yorku.ca/>.



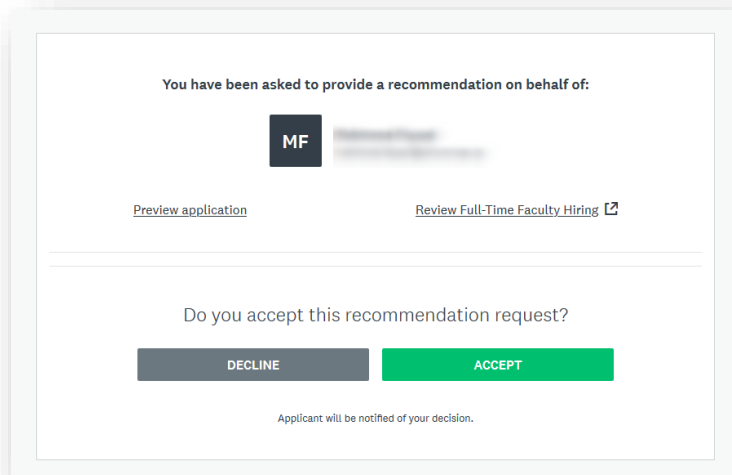
2. Click the “**Log in**” button to access the applications by entering your username and password
Note: If you have never used this site, click the “**Register**” button. You will be prompted to enter your first, last and email address, and to create a new password. Note: Use the same email address used for your invitation; otherwise you will be registered as an applicant.
3. View Dashboard.

Give Recommendation

On the dashboard you will find the recommendation requests submitted to this email account.



1. Click on **“Start”** button to give the recommendation.
 2. **“Accept”** or **“Decline”** this recommendation request
- Note: The applicant will be informed of your decision.



3. Upload the PDF file.
4. Submit the recommendation.

You can review your recommendation by clicking on **“View”** button (see image below).

