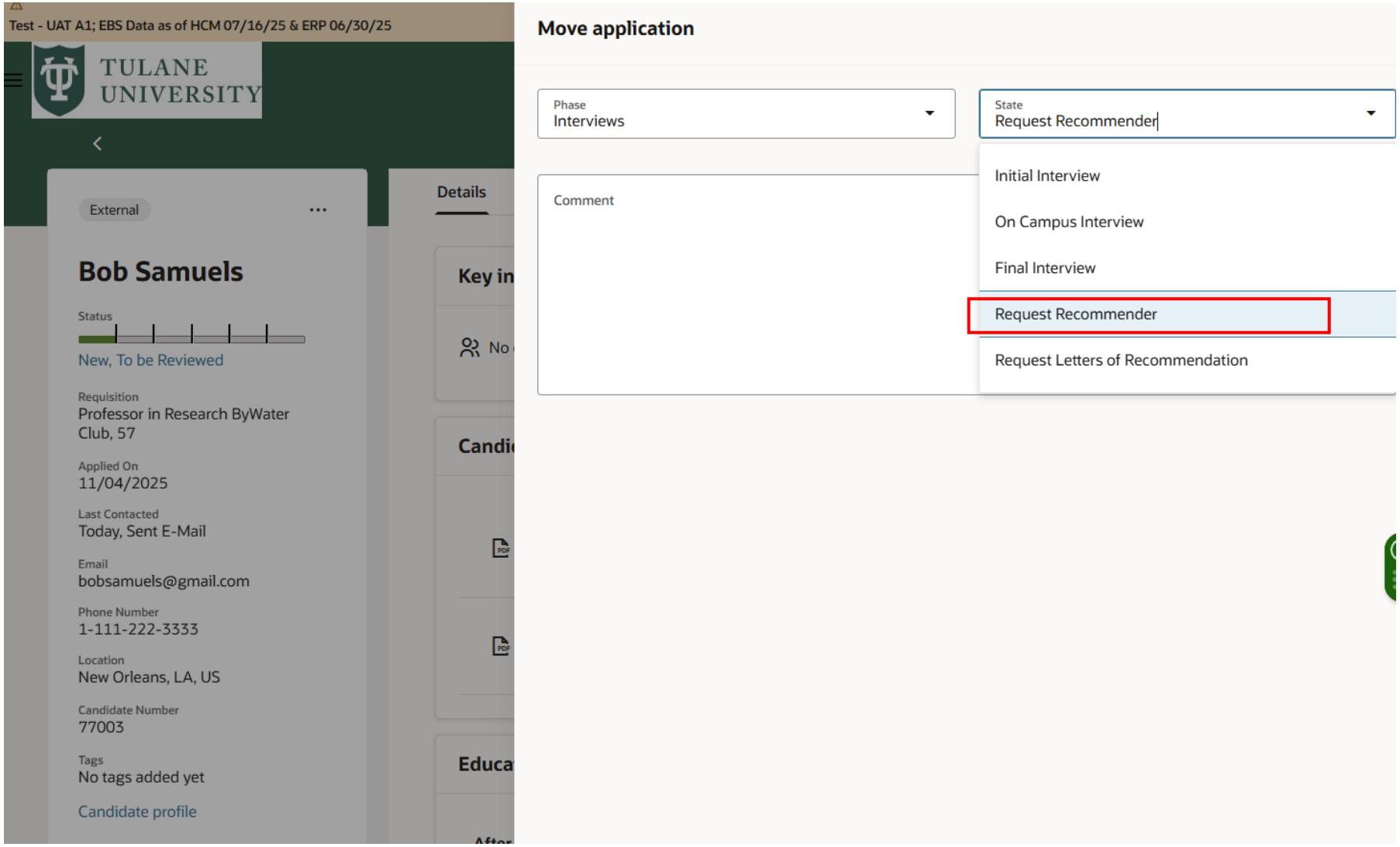
WaveWorks

Faculty, Pre/Postdoctoral, and Librarian Hiring Process: Requesting Confidential Letters of Recommendation

WaveWorks Go-Live Training

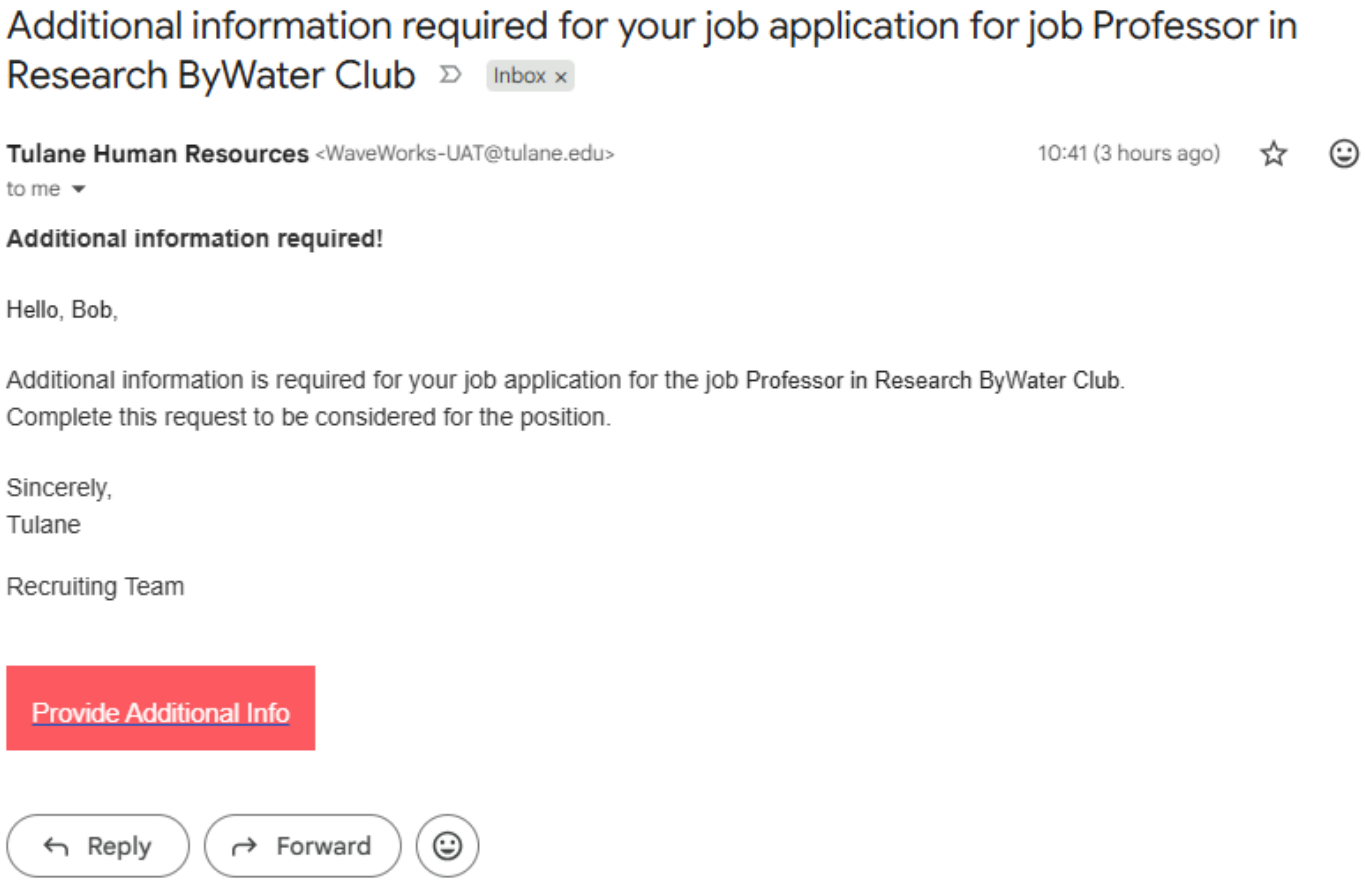


Move Application to Request Recommenders

- Go to your **Requisitions** page in WaveWorks.
- Click the **candidate's name**.
- Click the **three dots** next to their name.
- Select **Move**
- In **Phase**, select **Interview**.
- In **Step**, select **Request Recommender**.
- Click **Move**.

Note: If the candidates have already submitted a list of references, you can manually enter them in and skip this step.

The Candidate will receive this email requesting the names and contact information of their references, or 'Recommenders.'



Additional information required for your job application for job Professor in Research ByWater Club Inbox ×

Tulane Human Resources <WaveWorks-UAT@tulane.edu> 10:41 (3 hours ago)

to me

Additional information required!

Hello, Bob,

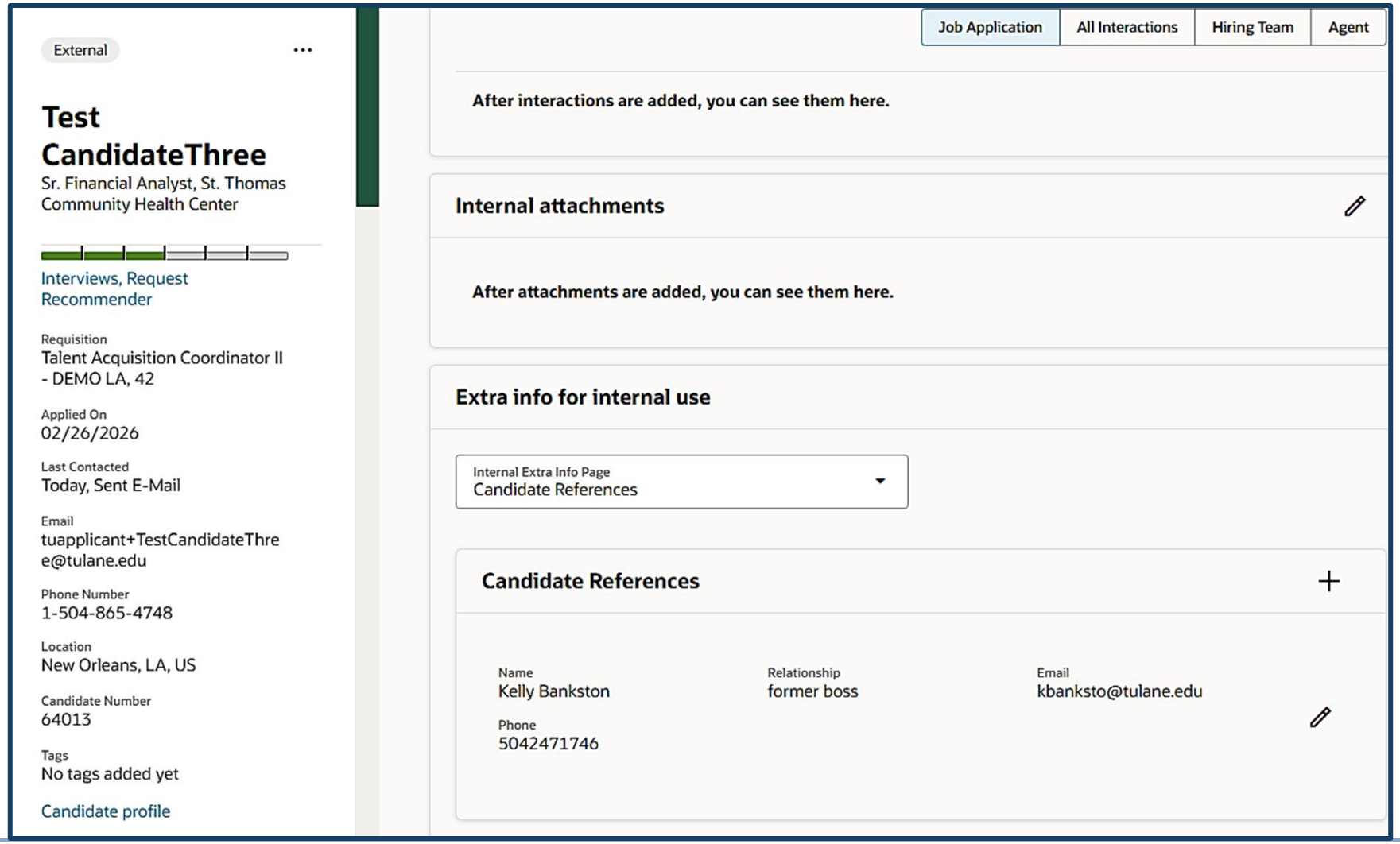
Additional information is required for your job application for the job Professor in Research ByWater Club.
Complete this request to be considered for the position.

Sincerely,
Tulane

Recruiting Team

Provide Additional Info

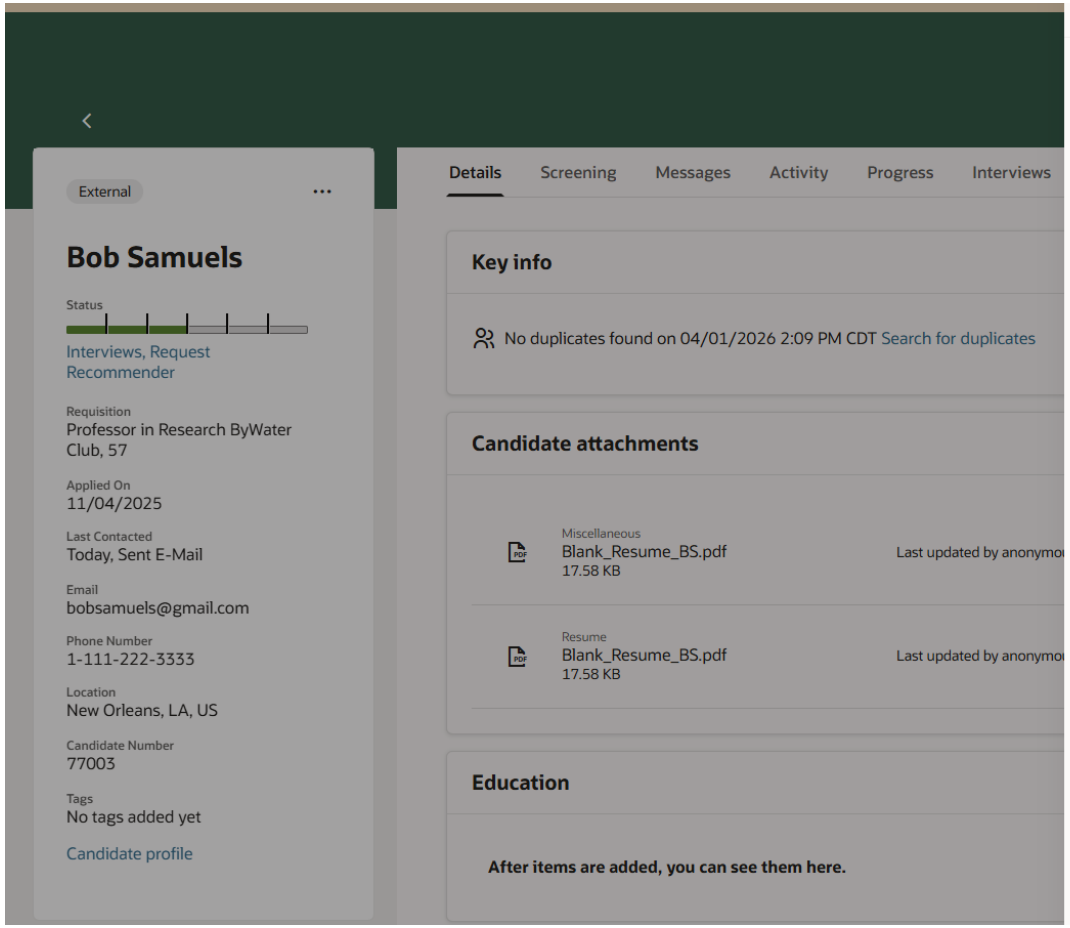
Reply Forward

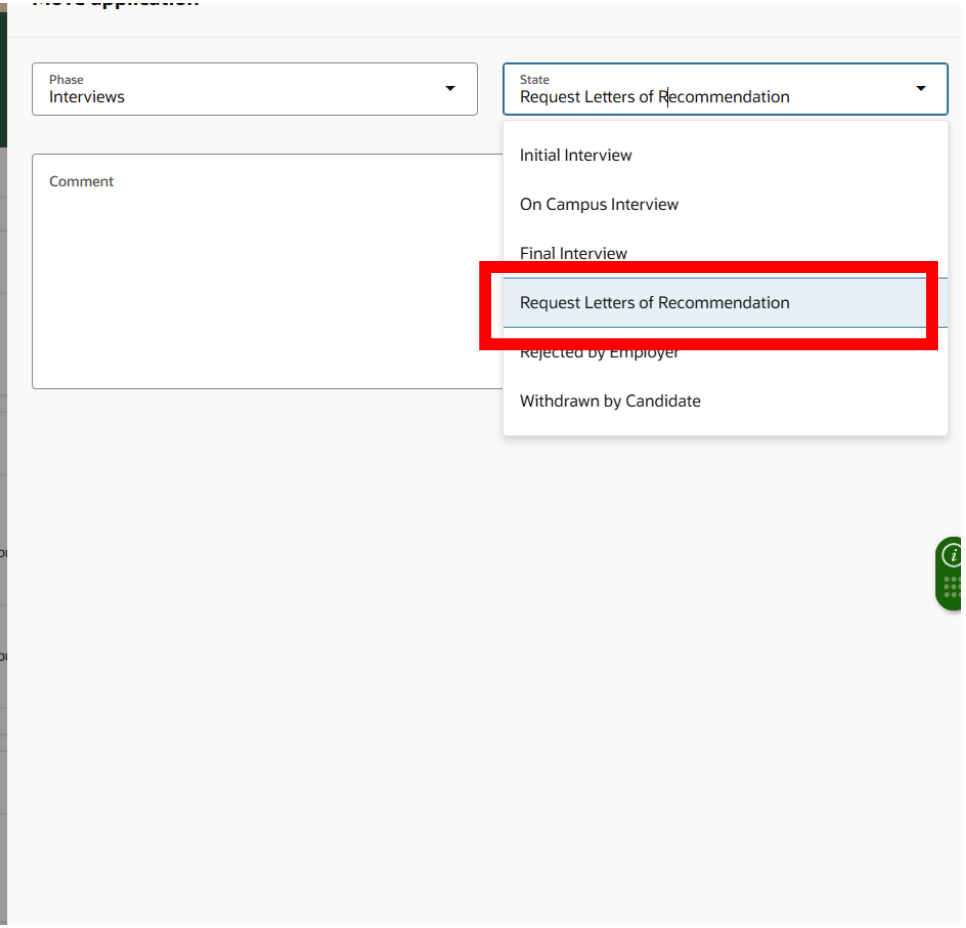


Viewing and Adding References

Once received, references will appear on the candidate's Activity page.

You can also click the + to manually add references (e.g., if the candidate included them in their application).





Once the References are received, the next step is to **Request Letters of Recommendation.**

- Go to your **Requisitions** page in WaveWorks.
- Click the **candidate's name**.
- Click the **three dots** next to their name.
- Select **Move**
- In **Phase**, select
- **Interviews**.
- In **Step**, select **Request letters of Recommendation**.
- Click **Move**.

Reference Letter Sample: October 28, 2025

George Clooney,
TU_Recom_Letters+Clooney@tulane.edu.

Dear George Clooney:

Thank you for agreeing to provide a reference letter for Bach Hope, who has applied to KAB UAT Professor of Practice - Music in the Department of Music. The search committee depends very much on the assessments by outside experts, such as yourself, who have widely acknowledged expertise in the candidate's area of endeavor or who are otherwise in a position to render a knowledgeable and objective judgment. We are very grateful for the time and thought that you will give toward this reference.
We ask that you provide a letter of reference that includes the following information:

- your assessment of the caliber and significance of the candidate's work,
- your assessment of whether the candidate has a sustained record of active and ongoing scholarly or creative production, with the work presented in high-quality venues,
- your assessment of the level of the candidate's visibility and leadership in the candidate's field,
- your assessment of how the candidate compares in standing with other colleagues in the field at a similar stage of career,
- and finally, describe your relationship with the candidate.

Your response and evaluation will be held in strict confidence among the members of the search committee, the Dean, and the Provost. The candidate will not see your letter under any circumstance.

It would be most helpful if we could have your letter back to us by November 4, 2025, to allow us to meet the university deadline.

Use this Link to upload your letter of reference.

For Faculty

The 'Recommender' receives an email requesting a 'Letter of Recommendation' to be uploaded to a link.

WaveWorks ➢ Request References

TULANE UNIVERSITY

Tulane Human Resources UAT<WaveWorks-UAT@tulane.edu>
Roque, Eric T April 2, 2026

Eric Roque,
eroque@tulane.edu.

Dear Eric Roque:

Thank you for agreeing to provide a reference letter for test PersonalEmail.

We ask that you provide a letter of reference that answers the following questions:

- In what capacity did you work with the candidate?
- How long did you work with the candidate?
- What are the candidate's strengths?
- What are the candidate's opportunities for improvement (weaknesses)?
- How would you rate the candidate's dependability as it relates to punctuality/attendance, completion of assignments, etc.?
- How would you rate the candidate's communication skills?
- How would you rate their overall performance?
- Would you hire/work with this candidate again?
- Is there anything we should know to ensure the candidate's success in their new role at Tulane?

Thank you so much for your time and consideration in providing this reference. We sincerely appreciate your support.

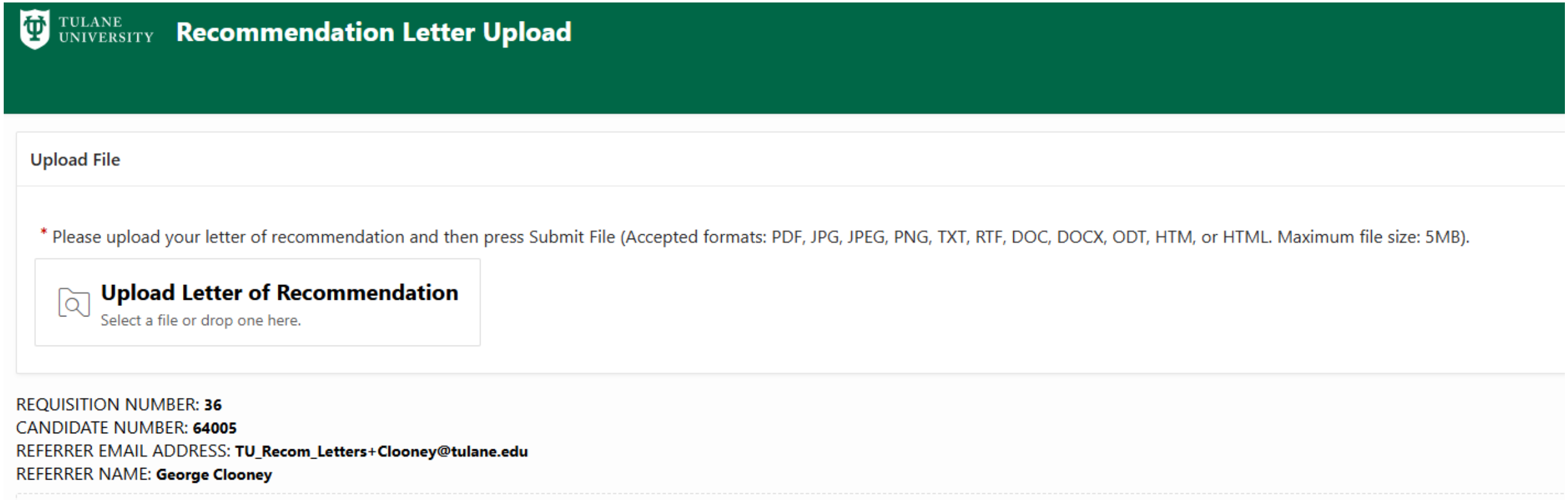
Click Link to upload your letter of reference.
Kind regards,

Robert Samuels
Program Administrator II
Office of Academic Affairs
Tulane University

For Pre/Postdocs and Librarians

The 'Recommender' receives an email requesting a 'Letter of Recommendation' to be uploaded to a link.

The recommender will have an opportunity to upload their recommendation.



Submitted letters of recommendation can be found by navigating to the candidate's page. Click on the **Activity** tab and scroll down to **Internal Attachments.**

