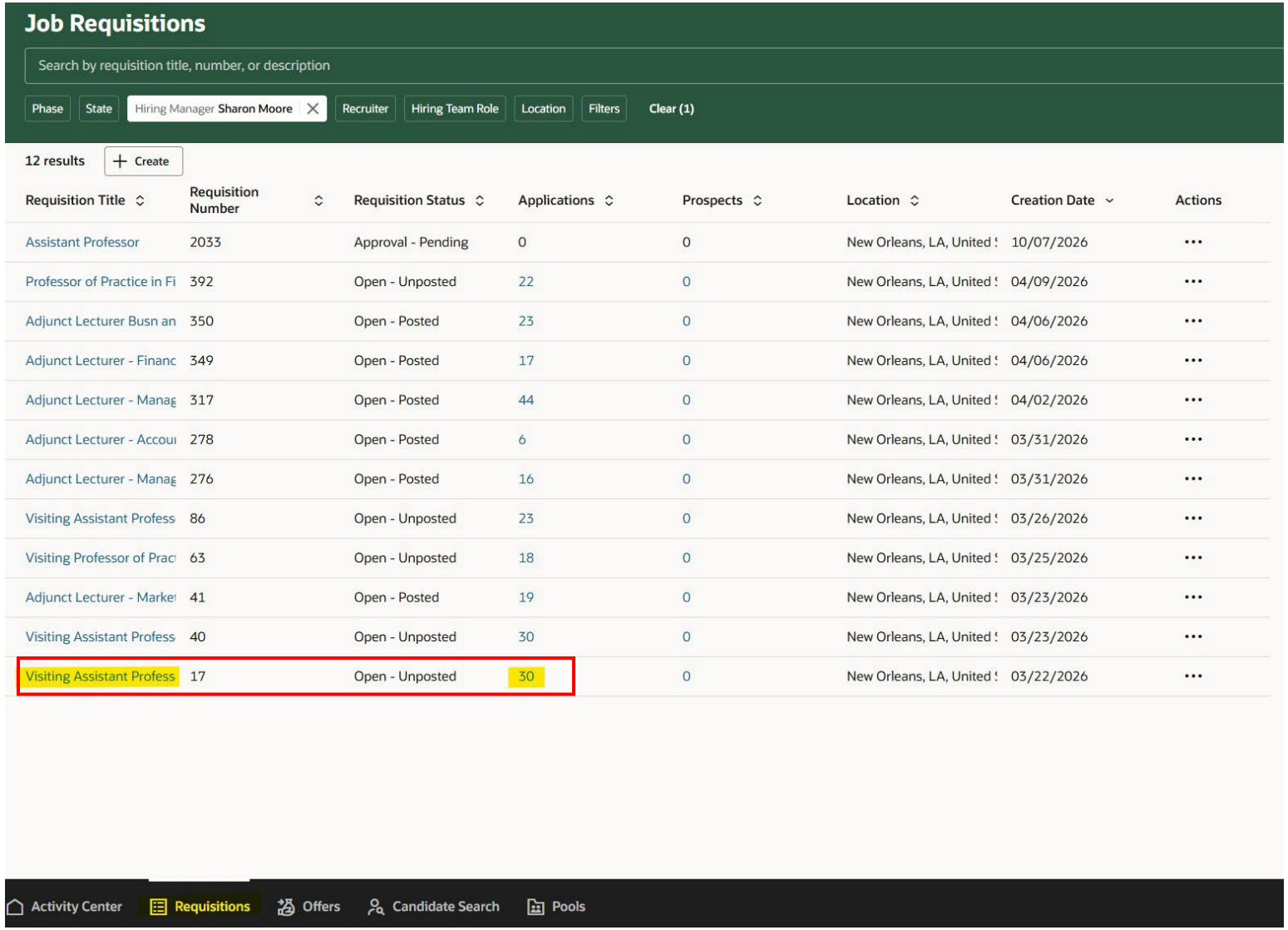
WaveWorks

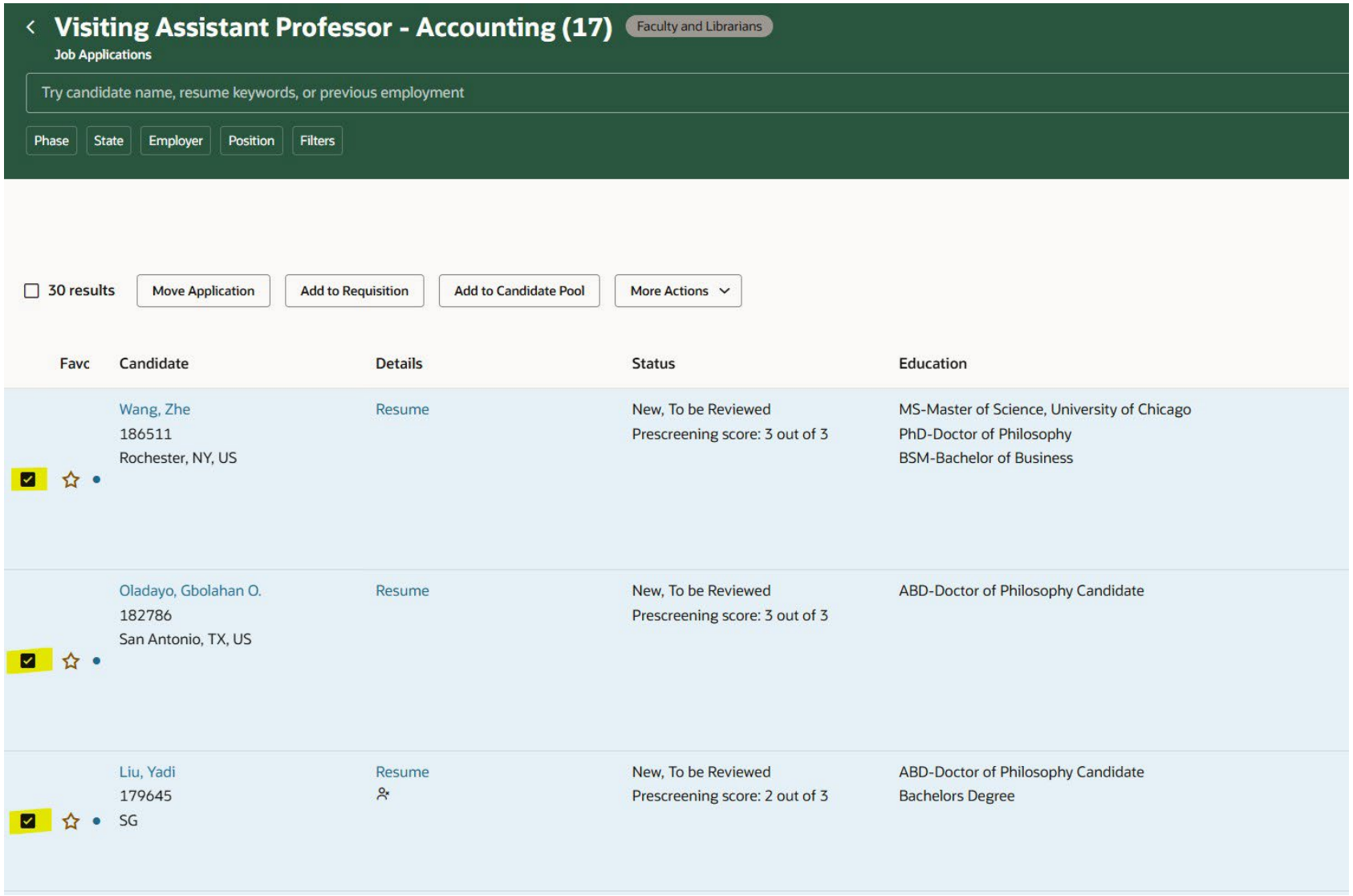
Bulk Request - Request Recommenders and Letters of Recommendation

WaveWorks Training



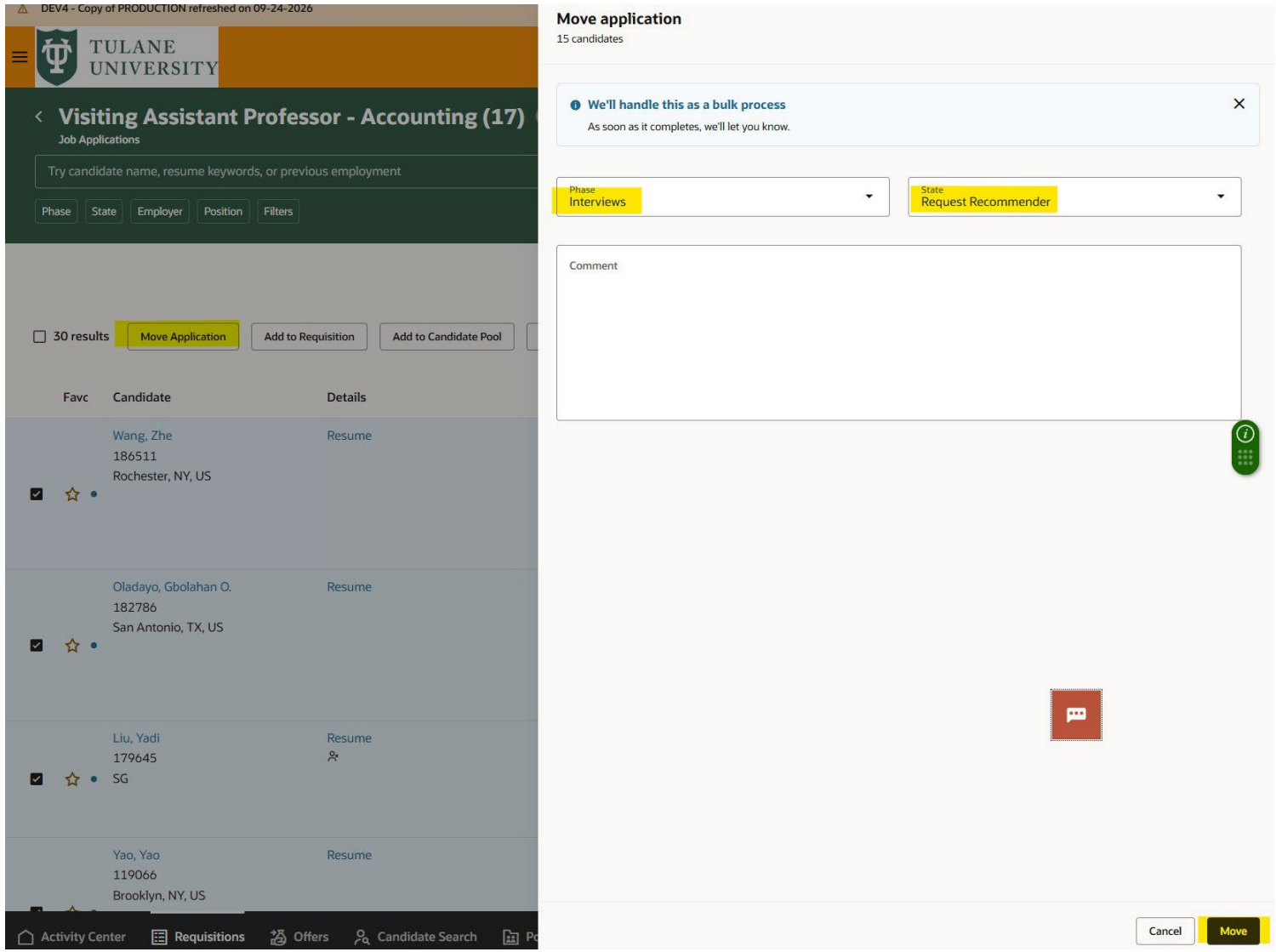
Requesting Recommenders

1. Log in to WaveWorks.
2. Navigate to My Team > Hiring.
3. Click Requisitions.
4. Locate the desired requisition and click the number of applicants displayed next to the requisition name.

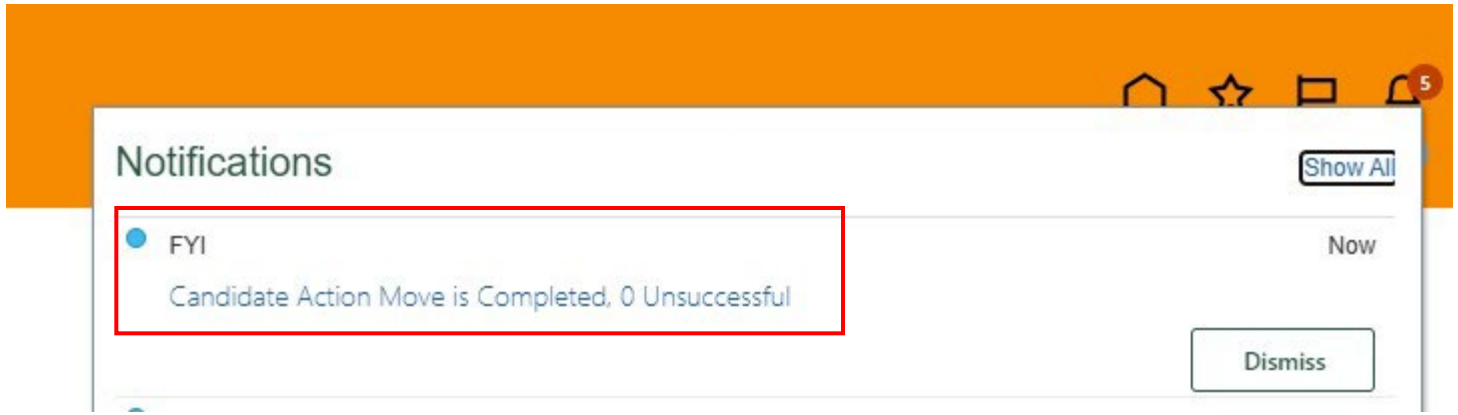


Select the checkbox next to each applicant for whom you want to request recommenders.

Note: You can select a maximum of 30 applicants at a time.



- Click **Move Application**.
- From the Phase drop-down menu, select **Interviews**.
- From the State drop-down menu, select **Request Recommender**.
- Click **Move** to initiate the recommender request process.



Candidate action Move is finished for Visiting Assistant Professor - Accounting – 17.

Batch Status: Completed
Batch Process Number: 5330895

Total Number of Candidates: 15
• Succeeded: 15

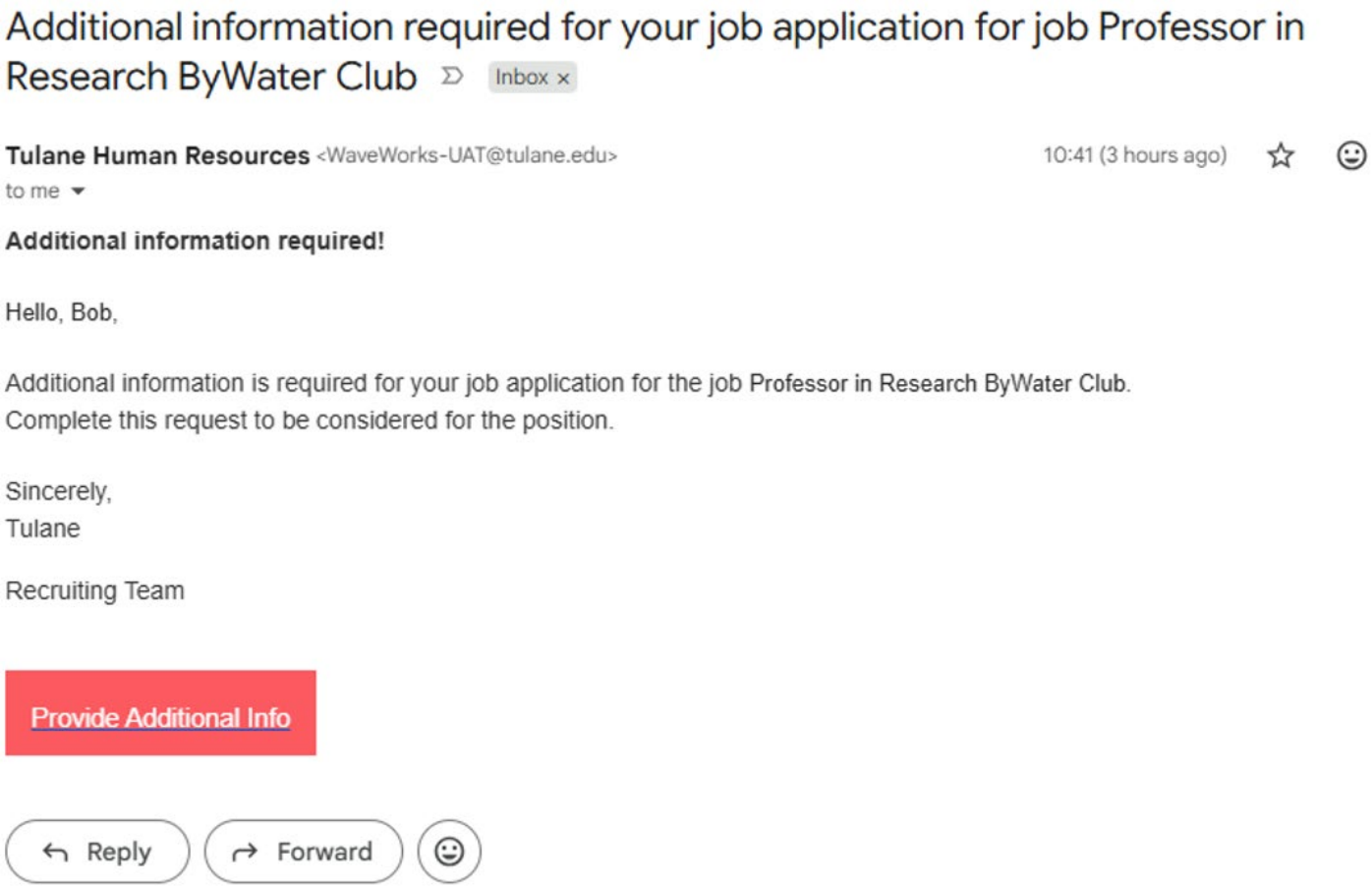
Access the Job Application list Visiting Assistant Professor - Accounting.

Thank you.

Once the process is complete, you will receive a bell notification.

Click the notification to view the request status.

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,

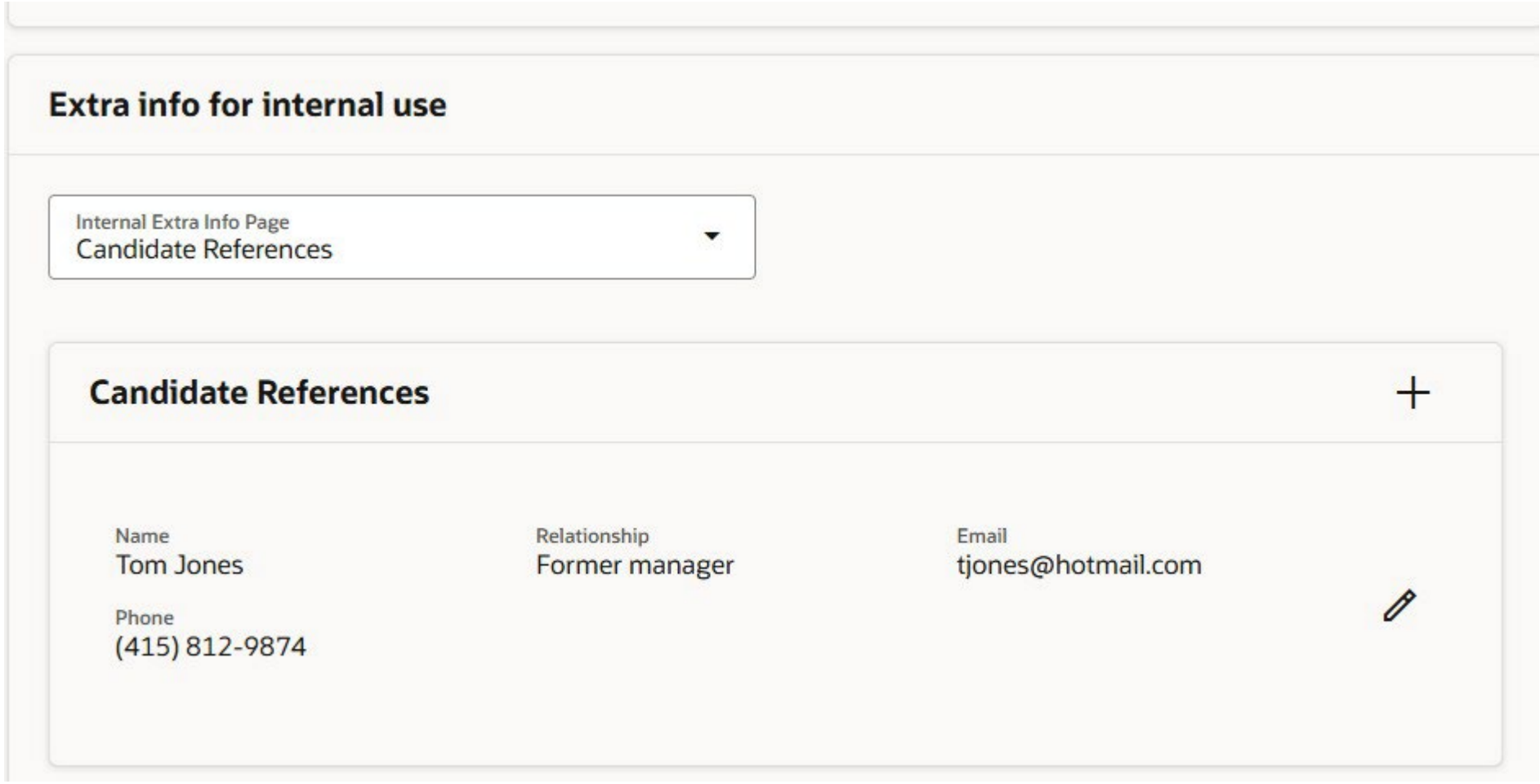
Additional information is required for your job application for the job Professor in Research ByWater Club.
Complete this request to be considered for the position.

Sincerely,
Tulane

Recruiting Team

Provide Additional Info

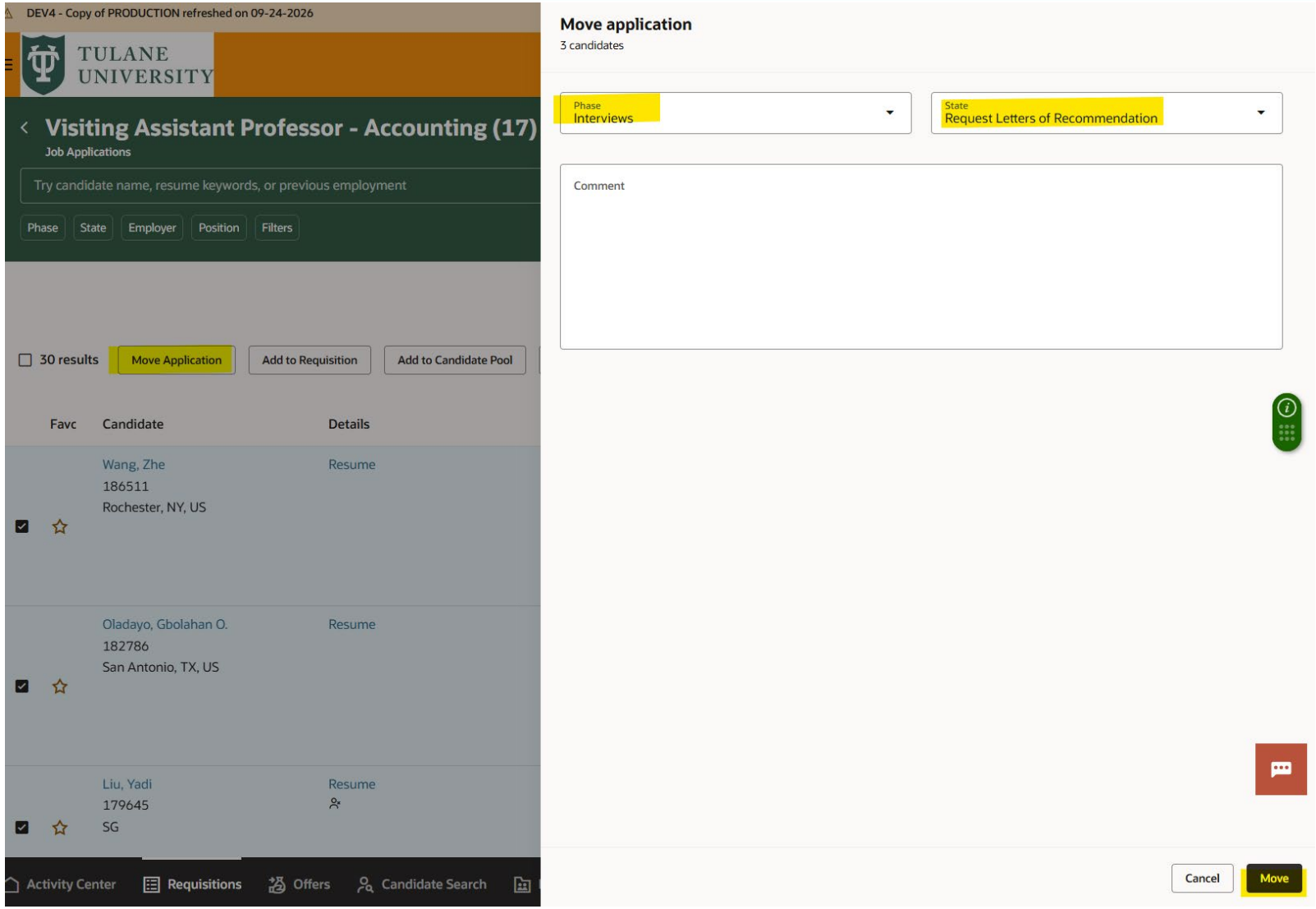
Reply Forward



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).

Coming Soon: Hiring Manager will receive an email letting them know a recommender's information was uploaded.



Requesting Letters of Recommendation

Follow the instructions in the current QRG to check that recommender information was uploaded.

Then follow the same process as above for requesting the LOR's, but on step 4, you would choose "**Request Letters of Recommendation**".

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.

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.

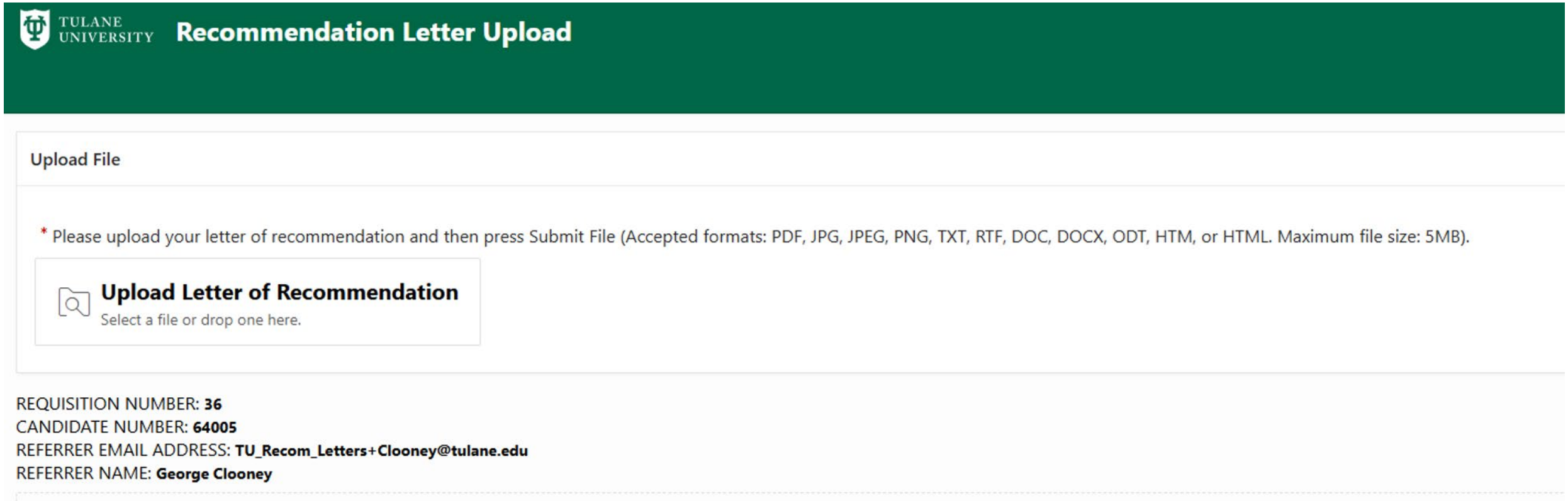
Click Link to upload your letter of reference.
Kind regards,

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.**

