CSU Talent Management
User Guide
How to check the status of your Recommendation Letters

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1. Log in to your CSU Jobs website account at [jobs.colostate.edu](http://jobs.colostate.edu) and click on ‘Your Applications’ from the left side menu.
Click on ‘Reference Requests’

1. Under ‘Completed Applications’, click on ‘Reference Requests’.
Note: The ‘Reference Request status’ page will show the status of your letters of recommendation and which references have responded.

‘Recommendation solicited’ indicates if a reference provider has been asked to provide a letter of recommendation.

‘Recommendation received’ indicates if the reference’s letter has been uploaded and received by the online system.

If you need to edit or replace a reference, please contact the Office of Equal Opportunity at (970) 491-5836 or email at oeo@colostate.edu.
Need further help?

Please reach out to the Search Contact for this job posting if you need further help, or email the Office of Equal Opportunity at

[link to email: oeo@colostate.edu]