There are three options that Search and Screen Committees can use to request reference information when using AIMS: Requesting confidential letters of reference, Requesting that applicants upload a document with contact information for reference provider, or Requesting that applicants identify reference providers and the contact information as part of the system application.

The following are brief descriptions of each option.

1. **Reference Letter Module (Confidential Reference Letters)**
   - At this time, the Reference Letter Module is reserved for Faculty recruitments only. If used, applicants for faculty positions are required to provide the name/email for a specific number and minimum of reference letter providers as determined by the Search and Screen Committee.

2. **Document with contact information for references.**
   - Until recently, this has been a standard means of obtaining reference contact information. As part of the complete application, the applicants are instructed to upload a required document (Application Documents section) identifying the references, and their contact information.

3. **Providing references and contact information as part of the system application process.**
   - Applicants are also able to provide reference names and contact information by including it as part of the system application. At this time, this method is used for Expanded applications only.

*Use this Quick Guide in conjunction with the full AIMS References Guidelines including screenshots.*