2017 Rookie Camp
Step-by-Step instructions for Letter Writers

Applicants will have the option of providing the names and email addresses of faculty who will be sending reference letters. If you are asked to write a reference letter, you will receive an email from accounting@rookiecamp.org asking you to submit a letter on behalf of the applicant(s). To maintain confidentially, letters will not be accessible from the camp website. Instead, letters will be delivered directly to Dropbox folders owned by each school the applicant is applying to. Each school has its own unique folder and there is a unique subfolder for each applicant. This gives you, the letter writer, the flexibility to submit unique letters to schools the applicant is applying to. For example, you might choose to write one letter for a certain set of schools but a different letter for another set of schools for the same applicant.

Sign Up on Rookie Camp Site as a Letter Writer Only

When an applicant requests a reference letter from you, you will receive an email like the one below.

Tim Burch is inviting you to submit a reference letter through Rookie Camp

R   Rookiecamp <accounting@rookiecamp.org>   sent by   accounting=rookiecamp.org@mg.rookiecamp.org
     Thursday, October 13, 2016 at 9:10 AM
     To: Tim

Tim Burch is inviting you to submit a reference letter through Rookie Camp

You can accept Tim's invite here

Best regards,

Rookie Camp Team

After you accept the invite and click "here," you will be taken to the rookiecamp.org signup where you will sign up and register. If you are not a recruiter select "No" under the box "recruiter." Also, please be sure to sign up using the same email address that the applicant used to invite you.
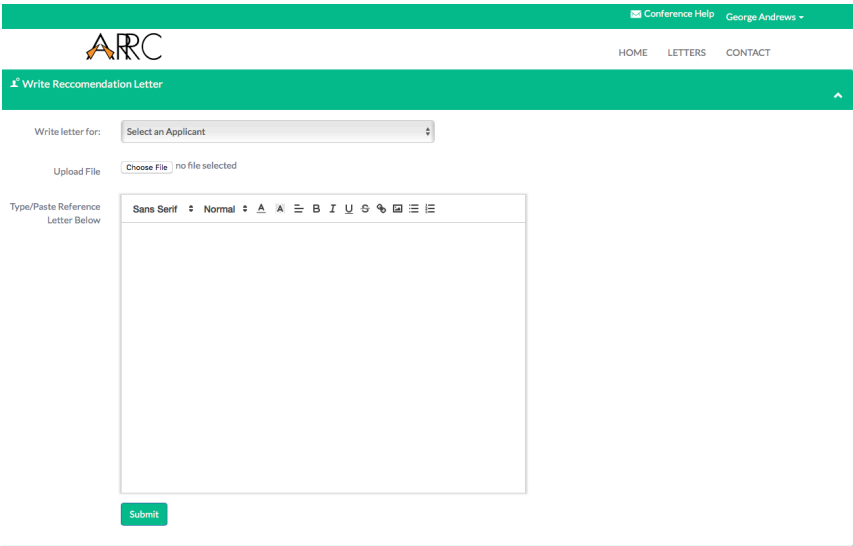
After signing up and completing your registration, you will be presented with the following page and be given the option to view or submit reference letters.

From there you select Submit Reference Letter from the LETTERS dropdown menu and you will be brought to the following page. From here, select the applicant you want to upload a letter for.

Once you select the applicant, you will see a list of schools the candidate applied. In this example, the reference Letter is for Jane R. Smith. Below the selection box you will now see a list of the Schools that Jane would like letters sent to (Schools she applied to). In this case, Jane applied to four schools. You can check one, several or all of the schools on the list. If for example, you want the same letter to go to all four schools, check each of the schools in the list, upload the letter, and then press submit. Alternatively, you can select a subset of schools to submit one letter to, and after you submit that letter, you can return and submit a different letter

to the remaining schools.

Once you have uploaded letter(s) for Jane's school, you can view the status of letters you have been asked to submit. Here you will be able to see if there are letters that still need to be submitted.

The letters will be delivered to the Dropbox subfolder of the applicant at each school you submitted a letter to. In this case, there is a Dropbox subfolder for Jane in each of the unique folders owned by the University of Miami, University of South Carolina, HEC, and University of Illinois. Following is an example of what the Dropbox subfolder will look like for Jane R. Smith in the University of Miami's DropBox. In this case, Jane has two recommendations (one From Carl Jones and one from George Andrews).

Note on the DropBox Folder

Note that each school has its own folder (e.g., University of Miami). Within each folder are the application materials. Recommendations delivered to the University of Miami (at your request) are viewable only by University of Miami and only in the DropBox. George Andrews can choose to write different letters to each school for Jane, and the letter will viewable only by the school George designates.   This means, for example, the file "Jane R. Smith recommendation letter by George Andrews.pdf" might contain a different letter than the one delivered to University of Illinois, if George Andrews chose to send different letters to the two schools.

Confidentiality of Reference Letters
Reference letters are intended to be confidential and schools have been asked to limit DropBox access to only those involved in the recruiting process.

Signing up as a letter writer if you are also signed up as a recruiter.
If you are already signed up as a recruiter, and you are asked to write a letter, you will automatically have access to letter writer functionality and you can follow the same steps as above. The only difference is that your toolbar menu will also include recruiter functionality. It will look as as follows:

ARC

✉ Conference Help   Andrew Leone ▾

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Recruiter Profile Information