

Using Online Letter of Recommendation Sites

There are a few major online job sites that require different yet somewhat similar processes for you to apply and for me to upload your letters of recommendation for each job. These websites are:

- Interfolio.com
- EconJobMarket.org
- AcademicJobsOnline.org
- AEAweb.org/AEAJOE.org

Please see below for basic instructions to follow for a successful Letter of Recommendation Job Market process. If you do not following the steps necessary, this will really cause problems in the Letter of Recommendation process.

1. Interfolio.com

- a. Some job applications will use Interfolio.com, whom they contract with to get access to your letters of recommendation.
- b. In the application, or if they direct you to the Interfolio website via a link in the job application, do the following:
 - i. Enter the Your name (if asked for)
 - ii. Enter the name of the UCSB or other schools faculty member. Please refer to the faculty listings online on the Department of Economic s website for the exact name you should enter. If copying and pasting the name from the Econ website, **make sure** you don't leave out any letters and don't include extra spaces.
 - iii. Enter the econ-jobmarket@ucsb.edu email address. **DO NOT USE the email address of the faculty member or other person writing your letter of recommendation.**
 - iv. Click "Submit", "Confirm" or whatever final link they have to submit the request.
 - v. I will then receive a coded link to upload the confidential Letter of Recommendation for that professor.

2. [EconJobMarket.org](#)

- a. EconJobMarket.org accounts for about 25% of all job applications during each job market season. With a minimum of three letters (*half the time four or more*) per job market candidate, this meant I uploaded a minimum of 1,500 letters of recommendation on this website alone.
 - i. As you can see from the above numbers, many people apply for jobs through EconJobMarket.org and to upload your Letter of Recommendation for each job and each letter of recommendation writer, the writer of your letter of recommendation **is required to designate me as their proxy.**
- b. **How is this done is that...**
 - i. Candidates apply for jobs from the EconJobMarket.org interface
 - ii. When entering information for reference (Letters of Recommendation), you enter the name of the faculty member using the same process as mentioned earlier, and **then you must use** the faculty members “@econ.ucsb.edu” email address, or at another university/college, their exact university provided departmental email address.
 - iii. The faculty member then designates me as their proxy **however** the faculty member must also have an account to login to on EconJobMarket.org. This can easily be set up by that person.
 - iv. They designate me as their proxy by logging in to their account and using the following information
 1. My Name: Mark Patterson
 2. The SPECIAL AND SPECIFICALLY created UCSB Department of Economics Econ Job Market Email Address of: econ-jobmarket@ucsb.edu
 - Never have them or you use the mark@econ.ucsb.edu email.
 3. If they have not already designated me as their proxy, I will help them navigate through the process.
 4. Lastly, do not list me as a letter writer on www.EconJobMarket.org
 - v. If any of your letters writers are not on the below list, please let me know right away so I can get in touch with them and help to facilitate the proxy designation process.

- The following **CURRENT UCSB Department of Economics** faculty members have already designated me as their proxy.
 - Bedard, Kelly
 - Bergstrom, Ted
 - Birchenall, Javier
 - Bohn, Henning
 - Charness, Gary
 - Deschenes, Olivier
 - Frech, Ted
 - Garratt, Rod
 - Kuhn, Peter
 - Kydland, Finn
 - Lundberg, Shelly
 - Meng, Kyle
 - Oprea, Ryan
 - Qin, Cheng-Zhong
 - Royer, Heather
 - Rupert, Peter
 - Startz, Richard
 - Steigerwald, Doug
 - Stuart, Charles
 - Vespa, Emanuel

- The following **EMERITUS** UCSB faculty members have already designated me as their proxy.
 - Comanor, William
 - Deacon, Bob
 - LeRoy, Stephen
 - Sonstelie, Jon

- The following **CURRENT UCSB non-Dept. of Economics** faculty members have already designated me as their proxy.
 - **Bren School of Environmental Science and Management**
 - Anderson, Sarah
 - Costello, Christopher
 - Libecap, Gary
 - Plantinga, Andrew

 - **Global Studies**
 - Mehta, Aashish

- The following faculty members at other universities/colleges have also already designated me as their proxy.
 - Cooley, Thomas NYU Stern School of Business
 - Cordeiro, William..... CSU Channel Islands
 - Fernandez, Jose University of Louisville
 - Gentry, William..... Williams College
 - Grossman, Zack Florida State University
 - Henriksen, Espen UC Davis
 - Kapicka, Marek Center for Economic Research and Graduate Education (CERGE)
 - Kolstad, Charles Stanford
 - Mester, Gretchen Anne Arundel Community College
 - Oliva, Paulina UC Irvine
 - Rossin-Slater, Maya Stanford
 - Weekes, Suzanne..... Worcester Polytechnic Institute
 - Zhang, Junjie UC San Diego

3. AcademicJobsOnline.org

- a. This one is fairly simple as it was one of the original academic based job market/hiring websites.
- b. This is what you do...
 - i. You login to AcademicJobsOnline.org after you have created your “Portfolio”
 1. <https://academicjobsonline.org/help/academicjobs/userdoc/link/portfolio.html>
 - ii. After entering all your personal information, upload and/or fill out online...
 1. Standard Coversheet
 2. Cover Letter
 3. Curriculum Vitae (C.V.)
 4. Research Statement
 5. Teaching Statement
 6. Publication List
 7. “Add your own” = depends on what you want to add
 - iii. On/In the “Coversheet” you will list your letter of recommendation writers using there name listed on the Department of Economics Faculty Directory webpage (http://www.econ.ucsb.edu/people/faculty_directory.html) or from whatever other university they are from and then..
- c. ..only use the email address of: econ-jobmarket@ucsb.edu
 - i. I will then receive an email to login to my account where I am the proxy for all letter writers, and upload the letter I have received from them on their behalf.
 1. **Do Not Use** their personal Email Address or their Departmental Email Address.

- d. Once I upload each letter for each job you apply to, I then will receive an email confirmation for each letter I upload. This is then noted on the spreadsheet so you can see what the process is.

AEAweb.org/AEAJOE.org

- a. I am the designated “Surrogate” (Proxy) for all faculty members for Letters of Recommendation.
- b. You need to choose the name of the faculty member from a pre-existing list on AEA.org.
- i. The faculty member if not listed, needs to be immediately emailed by you to create an account on AEA.org and using their work email address.
 - 1. **Make sure to copy me on the email.**
 - 2. **ONLY THEN**, can they be chosen by you as a Letter of Recommendation writer.
 - ii. Then they will need to designate me as a proxy, using the specifically designated econ-jobmarket@ucsb.edu email address.
- e. If listed, choose the name of each faculty member (by searching for the name or email address), who will be writing your letter of recommendation. I have been designated the proxy for the following list of faculty members/people...

1) Akee, Randall	24) Leroy, Stephen
2) Anderson, Sarah	25) Libecap, Gary
3) Bedard, Kelly	26) Lundberg, Shelly
4) Bergstrom, Ted	27) McCarthy, Thomas
5) Birchenall, Javier	28) Mehta, Aashish
6) Bohn, Henning	29) Meng, Kyle
7) Charness, Gary	30) Mester, Gretchen
8) Cooley, Thomas	31) Murphy, Kenneth
9) Comanor, William	32) Oliva, Paulina
10) Costello, Christopher	33) Oprea, Ryan
11) Deacon, Robert	34) Plantinga, Andrew
12) Deschenes, Olivier	35) Qin, Cheng-Zhong
13) Forrester, Kellie	36) Rollins, Kimberly
14) Frech, H E	37) Rossin-Slater, Maya
15) Garratt, Rodney	38) Royer, Heather
16) Gentry, William	39) Rupert, Peter
17) Grossman, Zachary - FSU	40) Safieh, Fysal
18) Henriksen, Espen	41) Startz, Richard
19) Kapicka, Marek	42) Steigerwald, Douglas
20) Kolstad, Charles - Stanford	43) Vespa, Emanuel
21) Kuhn, Peter	44) Weekes, Suzanne
22) Kydland, Finn	45) Wright, Randall
23) Lang, David	46) Zhang, Junjie

- f. I will then receive an automatically sent email requesting that I upload the letter for each job you apply to, for each letter writer. The last two years this took over **1,600 emails to accomplish, just to AEA!!!**

Finally, please, **PLEASE** let me know if you have any questions at all or run into any problems.

Mark