How to Provide a Reference for Applicants Seeking an Appointment to the Lawrence S. Bloomberg Faculty of Nursing

This guide is intended to assist Chief Nursing Executives (CNEs) or equivalents with the process of indicating their support or lack of support for applicants seeking an Adjunct Appointment to the Lawrence S. Bloomberg Faculty of Nursing via the Laserfiche system. The CNEs are known as "Referees" within this system.

Supported browsers for the Laserfiche system are Chrome, Bing, and Internet Explorer.

Step-by-step instructions are provided starting on the next page. If you have any questions, you can contact us at appointments.nursing@utoronto.ca. We are in the office between the hours of 9 am to 5 pm Monday to Friday, excluding holidays. We aim to respond to your request within 1-3 business days.

Step 1: Please click on the unique link found in the reference request email. You do not need to sign in or create an account to provide a reference.

✉ Message   📄   · CV.pdf (182 KB)

Dear

We have received an application for an appointment to the Lawrence S. Bloomberg Faculty of Nursing, University of Toronto, from a member of your staff. The Faculty requires a reference for all applicants from the Chief Nursing Executive (or equivalent) from the organization where the applicant is employed.

For both new and renewal applications, there are "tick-boxes" for "I support", and "I don't support". If you do not support the applicant we ask that you provide a brief rationale. Any comments that you provide are not visible to the applicant..

References must be completed by February 15, 2022 or the applicant's file will not be reviewed.

Please find their CV attached. To provide a reference or to decline support, please do so at this quick link:
https://portal.laserfiche.ca/y5384/forms/ReferenceForm?Reference_Number=LSBFN-Cc-AE47015F-D351-4637-A611-9BA939A73893

You will find more information and a how-to guide on our website at:
https://bloomberg.nursing.utoronto.ca/faculty-staff/join-the-faculty/status-adjunct-appointments#content2

Any comments that you provide are not visible to the applicant.

Thank you,

Chair, Appointments Committee
Lawrence S. Bloomberg Faculty of Nursing
University of Toronto
General email:appointments.nursing@utoronto.ca

Step 2: Select "I support" or "I don't support".

Appointment Reference Form

Application:	LSBFN-cc-AE370124-1BF5-4295-8326-1D4B449F3932
Completed Date:	2/9/2022 12:00:00 AM

Personal Information

Applicant's First Name:	
Applicant's Last Name:	
Applicant's Email:	
Applicant's Job Title:	
Applicant's Current Employer:	
Applicant's Specialization:	

Document Submission

Letter of Intent:

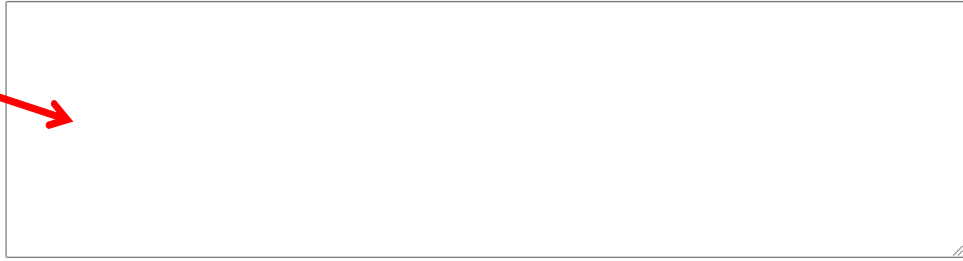**Referee's Feedback:** * ◉ I support ○ I don't support

Submit

Step 3: If you support, click 'Submit'. You do not need to provide a rationale.

Referee's Feedback: * ◉ I support ○ I don't support

Submit

Step 4: If you don't support, please provide a brief rationale and click 'Submit'.

Please provide a rationale: *

Referee's Feedback: *   ○ I support   ◉ I don't support

Submit