**Professional References for Teaching Positions – “Placement File”**

When applying for teaching positions, you may be asked for both references and a “placement file”.

References in this case might be a list of professionals who are willing to speak on your behalf. You will provide their names and their contact information (such as email, phone number, etc.). Future employers may contact these people in regards to your potential hiring. The “placement file” refers to a set of confidential letters of recommendation that you request from professionals who know you and your work well, and who could provide direct input about your work, academics, professionalism, etc.

SUNY Oswego’s Career Services Office carefully analyzed the types of services available for managing placement files and recommends using an online commercial system called Interfolio. This company is widely recommended for use by many career services operations across the country. The other option for managing placement files is doing it independently. If you manage your references on your own, they will be considered non-confidential. These two options are elaborated on below:

1. **Students can manage non-confidential references independently.**

Request letters of reference from professionals that you have closely interacted with (cooperating teachers, methods professor, content area professor, etc.) and keep paper and electronic copies of the letters they provide. When a potential employer asks for reference letters, send them to the employer directly. Be sure to ask each reference writer to include contact information should a potential employer like to follow up.

1. **Students can start a subscription account with \*Interfolio.**

Reference letters from professionals (both confidential and non-confidential) can be added to your new "Dossier" account as a subscription service. When a potential employer asks for reference letters, Interfolio will send them to the potential employer per your request.

**\*** Career Services Office at SUNY Oswego has researched and can confidently recommend this commercial system that offers options, fast service, and a great price. If you choose to manage these letters through a third party, please visit the Dossier section of the Interfolio website http://www.interfolio.com/products/dossier/