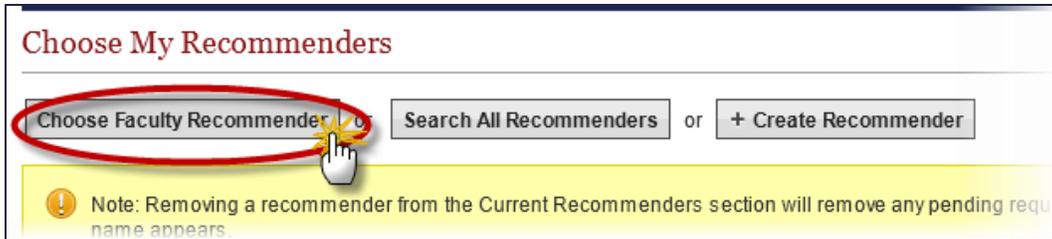# Identify Your Recommenders in OSCAR

Selecting your recommenders is a crucial part of the application process. You must identify all of your recommenders before submitting applications, just as you must upload all your application documents before applying to a position. Please note that simply identifying your pool of recommenders **does not generate recommendation requests**. Recommendation letters are associated specifically with an application packet, so **you must actually apply to and associate recommenders with an application** to generate recommendation requests.

1. Place your mouse cursor over *My Recommendations* in the main navigation, and click **Choose My Recommenders** in the menu that appears.
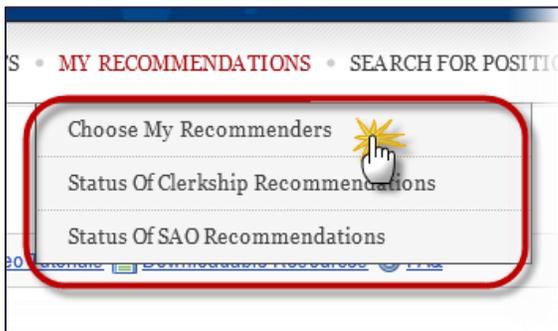

You will use this tab to select and add your recommenders. There are three options for adding a recommender:

- **Choose Faculty Recommender:** At each law school participating in the OSCAR program, the law school administrator uploads a master directory that contains a list the school's faculty recommenders. Search this list if you wish to select a recommender on the faculty of your law school.

- **Search All Recommenders:** If you cannot find your faculty recommender in the Choose Faculty Recommenders list or you are including non-faculty recommenders in your clerkship applications, you can search OSCAR to see if your recommender has already been added in the system by another law school or another applicant.

- **Create Recommender:** If you are unable to find your recommender in OSCAR using the options listed above, you can enter the name and contact information (recommender email address, phone number, and assistant's email address) for your recommender to add him/her to OSCAR.

2. To select a recommender from your school's faculty recommenders list:

- Scroll down to *Choose My Recommender* and click **Choose Faculty Recommender**.

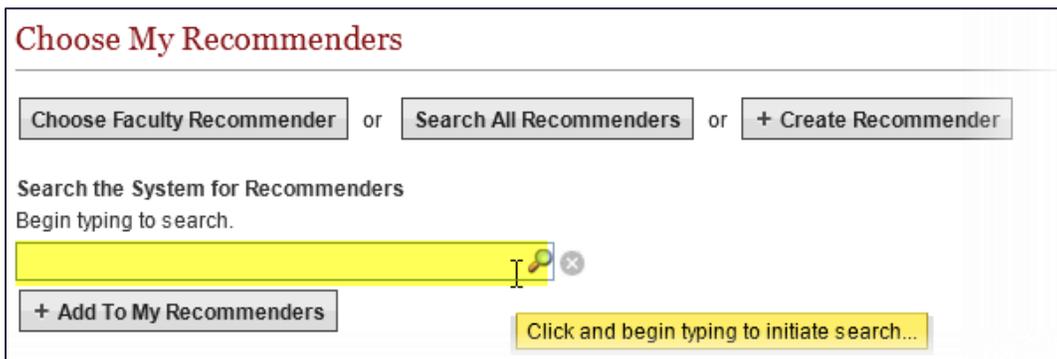- OSCAR displays the **Choose Faculty Recommender** drop-down menu.
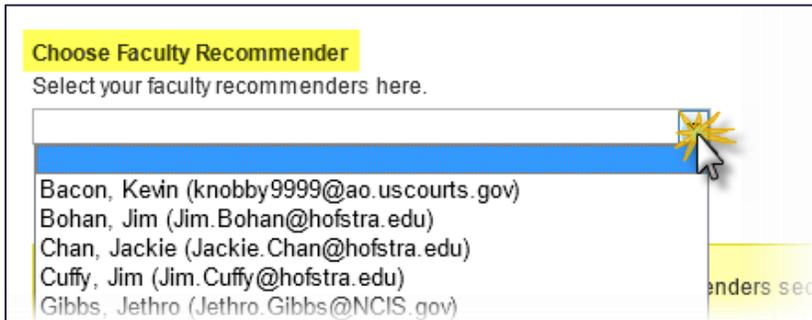
- Select your recommender and click the **Add to My Recommenders** button.
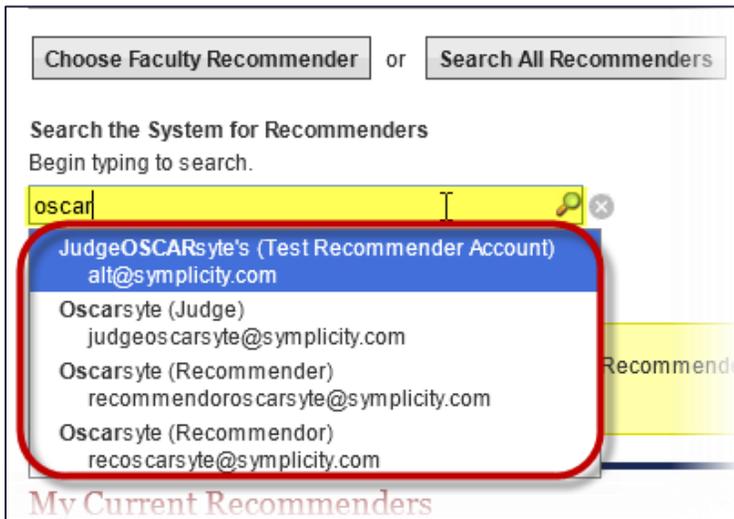

3. To search all recommenders in the OSCAR database:

   - Scroll down to *Choose My Recommender* and click **Search All Recommenders**.

- OSCAR displays the **Search the System for Recommenders** field. Begin typing the name of your recommender into the search box. A list of recommenders with names containing those characters will appear.

- Select your recommender from the list and click the **Add To My Recommenders** button.

4. To create a new recommender account:

- Scroll down to *Choose My Recommender* and click **Create Recommender**.

- Enter the recommender's information in the pop-up box that appears. Required fields are marked with a red asterisk (*).

Create New Recommender

If you cannot find your recommender on the dropdown lists, use the form below to add them to OSCAR.

▶ **Save**

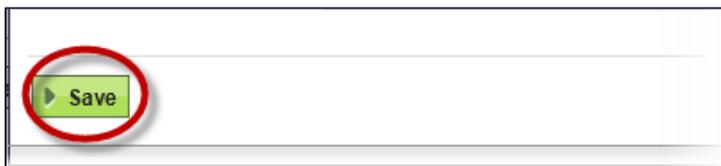* indicates a required field

Last Name*:

First Name*:

Email*:

Verify Email*:

Phone Number:

Assistant Email:

Enter data in required fields to add a new recommender to OSCAR.

▶ **Save**

- Click the **Save** button to add your recommender.

▶ **Save**

5. OSCAR displays the recommenders you select or add at the bottom of the screen under *My Current Recommenders*. (For recommenders you select from the faculty list, the phone number and assistant emails will not be displayed to you publicly but are stored within OSCAR already.)

My Current Recommenders

Batch Options

Set as Default Recommender	Unset as Default Recom

⊞⊟	Last Name ▼	First Name
☐	McGee	Tim
☐	Oscarsyte	Judge

6. OSCAR automatically sets the recommenders selected from your school's database as default recommenders, which means that they will automatically be checked as selected recommenders when you create a clerkship application. This is purely a convenience, and you are not required to associate default recommenders with a clerkship application. Default recommenders are identified by a green check (✓) in the *Default* column of your *My Current Recommenders* list. To change a recommender's default status, check the box next to his/her name and select the appropriate function from the *Batch Options* menu.
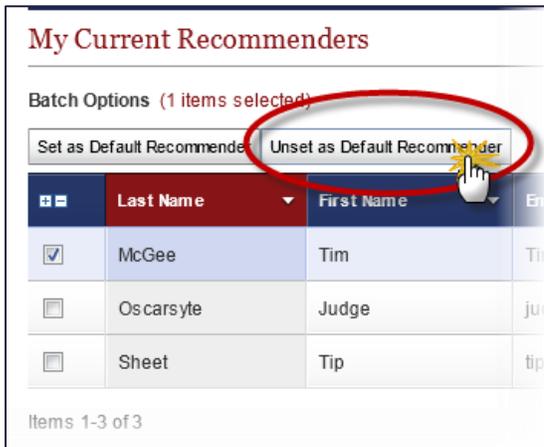
7. Repeat the above process as necessary to add **all** of your recommenders before proceeding to the next step in the application process. If a recommender is not on your *My Current Recommenders* list, you will **not** be able to associate that recommender with a clerkship application.
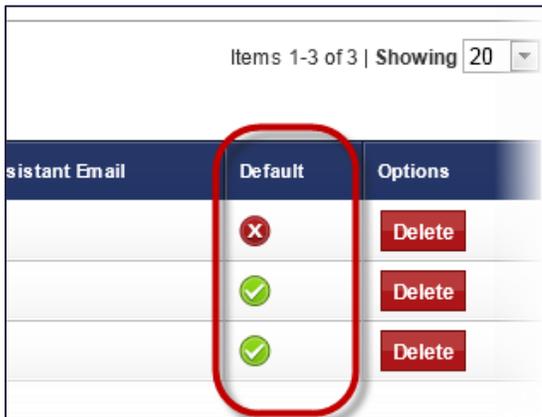
Although you have just created your pool of recommenders, you must actually **create a clerkship application** in order to **generate recommendation requests** to your recommenders or to trigger an Evite email to a recommender if you are the **first** applicant to request a recommendation letter from that recommender.