



## 2019-2020 Reference Packet Instructions

The Houston Alumnae Reference Committee works hard processing 700+ references each year. Please help us by following the newly UPDATED step-by-step instructions, fully complete the Reference Form and deliver the completed package to the Reference Committee member in charge of your PNM's University by May 1<sup>st</sup>. If you have any questions, please reach out to the Reference Committee chairman or any committee members.

**Do you want to submit your reference electronically, OR a hardcopy? Either is fine – just follow the directions below:**

### **To submit reference Electronically:**

1. Go to [Houstontridelta.com](https://www.houstontridelta.com), click *Recruitment*, click *Write a Reference*  
<https://www.houstontridelta.com/recruitment>
2. (Notice the reminder to send your completed reference confirmation email to Ref Committee at [dddhourecruitment@gmail.com](mailto:dddhourecruitment@gmail.com))
3. You will be redirected to Tri Delta National website
4. Click *Login*
5. Type in username and password OR create an account
6. Once you are logged in, click *Alumnae*, click *Write a Reference*, click *Let's Get Started*
7. NOTE: it is very important that you fill in the boxes, please do not write "see resume".
8. Once completed, you will receive a confirmation email.
9. Forward the confirmation email to the Reference Committee at [dddhourecruitment@gmail.com](mailto:dddhourecruitment@gmail.com) (see item 2 above)
10. Print off the reference email, put with the PNMs packet\*\* and deliver to the Reference Committee.
11. Find the name of the Reference Committee member for your PNMs school at [Houstontridelta.com](https://www.houstontridelta.com), *Recruitment* tab. <https://www.houstontridelta.com/recruitment>

-- OR --

### **To submit reference as a Hard Copy:**

1. Go to [Houstontridelta.com](https://www.houstontridelta.com), click *Recruitment*, click *Download the Houston Reference Form*.  
<https://www.houstontridelta.com/recruitment>
2. Complete the form
3. Once completed and signed, put with the PNMs packet\*\* and deliver to the Reference Committee.
4. Find the name of the Reference committee member for your PNMs school at [Houstontridelta.com](https://www.houstontridelta.com), *Recruitment* tab. . <https://www.houstontridelta.com/recruitment>

\*\* Items to be included in the PNM packet delivered to the Reference Committee:

- Completed hard copy Reference Form/confirmation copy of the electronically submitted Reference Form
- PNM's Resume
- 2 photos
- high school and/or college transcript
- support letters are not needed for The University of Texas and Texas A&M University. All other schools can include letters, but not required.