

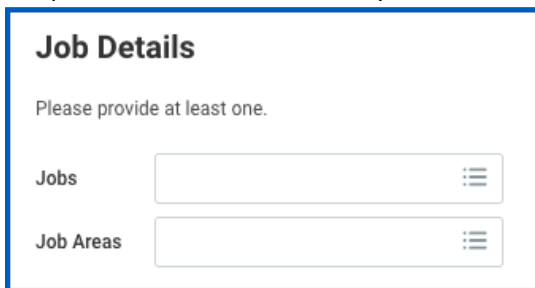
Employee Referrals

Guidelines to refer and track candidates directly through the system.

Refer a Candidate:

From the Career Application on your home page or menu:

1. Under Actions, choose **Refer a Candidate**.
2. Fill in the corresponding information.
3. In the Job Details section, select Jobs or Job Areas to search for open jobs. Select the prompt icon ☰ to browse the open jobs or enter a job requisition number or keyword to search.



Job Details

Please provide at least one.

Jobs

Job Areas

4. In the sections provided, add additional information or attachments that would be helpful for the recruiters and hiring managers.
5. Select **Submit**, then **Done**.

View My Referrals

To view your referrals, search and select **My Referrals**.