

# Refer a Candidate

All Employees

**Purpose:** This job aid provides the steps to refer a candidate.

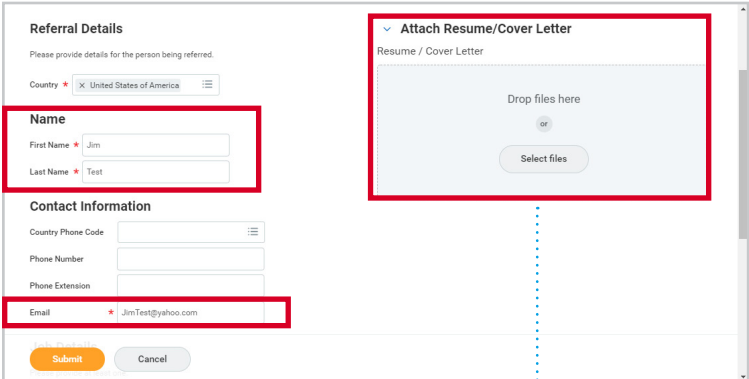
01

Enter **Refer a Candidate** in the search field and from the results, select **Refer a Candidate**.



02

On the **Refer a Candidate** page, enter the candidate's **First Name** and **Last Name** in the appropriate fields.



03

Enter the candidate's email address in the Email field.

04

Attach the candidate's resume/cover letter in the **Attach Resume/Cover Letter** section. (This step is optional.)

05

Use the **Jobs** drop-down menu to select the job you are referring the candidate for. If you do not have a specific job, select the appropriate area in the **Job Areas** drop-down. (Selecting one of these areas is mandatory.)



06

Select your relationship with the candidate from the **Relationship** drop-down menu. (This step is optional.)

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Continued...

07

Expand the Referral Address drop-down menu and enter the candidate's address. Then click **Submit**.

Please provide at least one:

Job:

Job Area:

Relationship Details

How do you know this person?

Relationship:

Comments:

**Referral Address**

Address Line 1:

Address Line 2:

City:

State:

Postal Code: