EMPLOYEE JOB AID

REFER A CANDIDATE

Use this guide when you would like to refer an external candidate. You will need to refer to a specific job or align them to a profile requisition to receive credit for the referral.

REFER A CANDIDATE BY SPECIFIC POSITION

You can share specific job opportunities with your friends and connections across your social media and email instantly. Follow the quick steps below to start the process.

1. Log into Workday and click on the Career worklet located on the homepage dashboard.
2. Click on Find Jobs.
3. You can type in the name or number of the specific job which you want to refer to a candidate, or use the filters to narrow your search. You can also scroll to find the job on the right.
4. Click on the job you would like to refer your candidate to. You will then see the job description and information about the job, including names of the hiring manager and recruiter.

5. After the job has been selected, you can either complete the referral on your own if you have the candidate’s email or you can share the job link through email or your social media accounts.

A. Sharing when you have the candidate’s email:

1. Click Refer located at the top right of the page.
2. When you click the Refer button, this will take you to the main page: Refer a Candidate from Internal Career. The job number will already be filled out.
3. Continue filling out your candidate’s information:
   a. Referrals name (required)
   b. Address
   c. Phone
   d. Email (required)
   e. Relationship to the candidate
   f. Any comments or social media
   g. Attach your candidates resume

4. Click Submit.

B. Sharing via email or social media accounts:

1. Click on one of the social media icons of your choice under the Share section located at the top right of the page. You can choose from LinkedIn, E-mail, Twitter or Facebook.
You will be redirected to the social media platform you have chosen and the job link will automatically be populated. You can edit the post before sharing to your page. You can share this job on one or all of the social media platforms that are available.

**UP NEXT:** If the job was sent directly to your candidate’s email, the candidate will receive a notice from the system that will provide a link to step 4 of the Create Job Application Process. If the job was shared on social media, friends who are interested in the job and click on your link that is posted on your social media account will then be directed to fill out the job application. You will receive a notification of the applicant’s submission and notifications along the way as the candidate proceeds through Interview, Offer and Hire steps.

**REFER A CANDIDATE TO A PROFILE REQUISITION**

You can now find a single profile requisition for each functional area in Workday. If your referral is interested in more than one position and you know they have a specific skillset or area of expertise, you can simply refer them to the appropriate profile requisition. From there, our team will review all candidates, prioritize cleared talent, and identify additional positions for which your candidate may be a good match.

1. Access these profile requisitions in Workday:
   - Analytics & Data Science (R0010088)
   - Consulting (R0010086)
   - Cyber (R0010096)
   - Digital Solutions (R0010101)
   - Engineering & Science (R0010089)
2. After the job has been selected, you can either complete the referral on your own if you have the candidate’s email or you can share the job link through email or your social media accounts.

A. Sharing when you have the candidate’s email:

1. Click Refer located at the top right of the page.

2. When you click the Refer button, this will take you to the main page: Refer a Candidate from Internal Career. The job number will already be filled out.

3. Continue filling out your candidate’s information:
   a. Referrals name (required)
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4. Click Submit.
B. Sharing via email or social media accounts:

1. Click on one of the social media icons of your choice under the **Share** section located at the top right of the page. You can choose from LinkedIn, E-mail, Twitter or Facebook.

   ![Image](https://example.com/image.png)

   You will be redirected to the social media platform you have chosen and the job link will automatically be populated. You can edit the post before sharing to your page. You can share this job on one or all of the social media platforms that are available.

   **UP NEXT:** If the job was sent directly to your candidate’s email, the candidate will receive a notice from the system that will provide a link to step 4 of the **Create Job Application Process**. If the job was shared on social media, friends who are interested in the job and click on your link that is posted on your social media account will then be directed to fill out the job application. You will receive a notification of the applicant’s submission and notifications along the way as the candidate proceeds through Interview, Offer and Hire steps.

**HOW TO VIEW YOUR REFERRALS IN WORKDAY**

1. Go back to your **Career** worklet located on the homepage dashboard.
2. Under the **View** column, click on the **My Referrals** button.

   ![Image](https://example.com/image.png)

   **NOTE:** Referrals will not show up in your referral report until the candidate has applied directly to the job through your social share link.