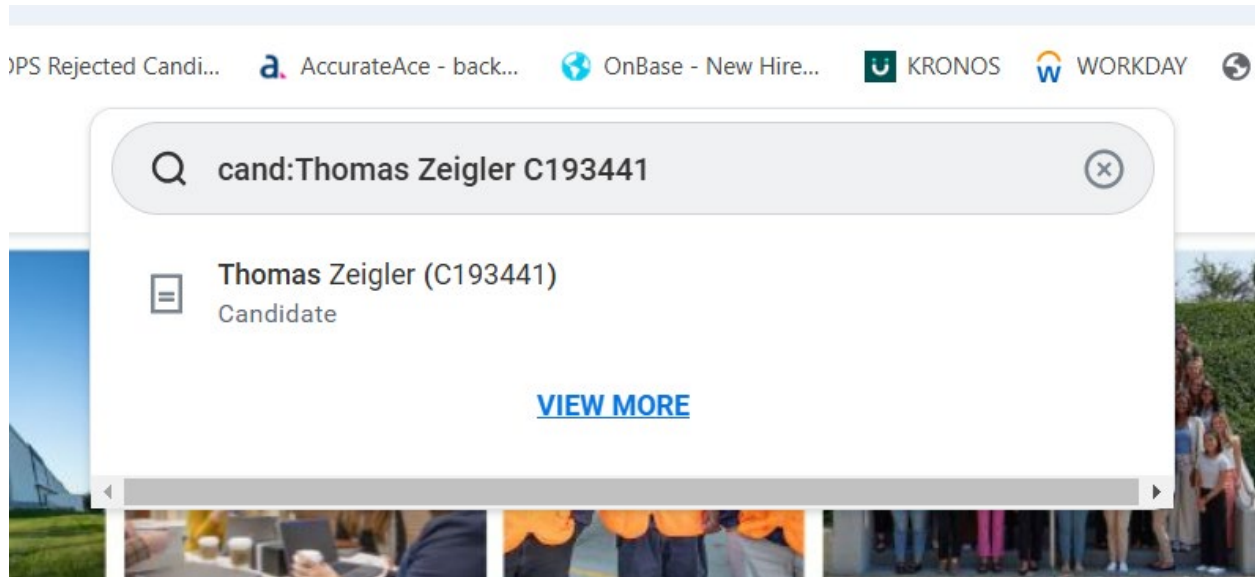


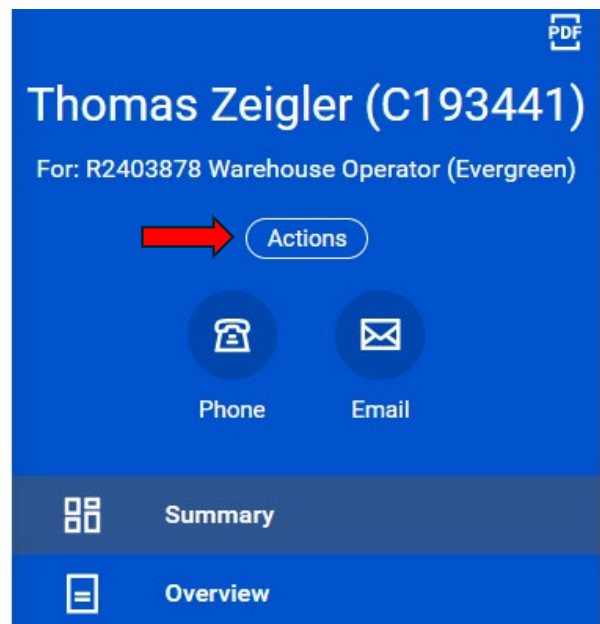
## How to Add a Referral onto a Candidate's Job Application

(\*Note\* - you cannot add a referral onto a candidate's job application if they are in R4H)

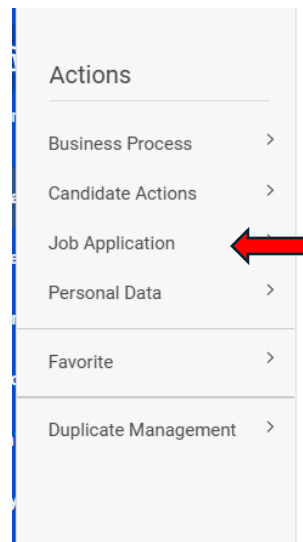
- You will want to start by looking up your candidate by typing in cand"(their name and WD ID)



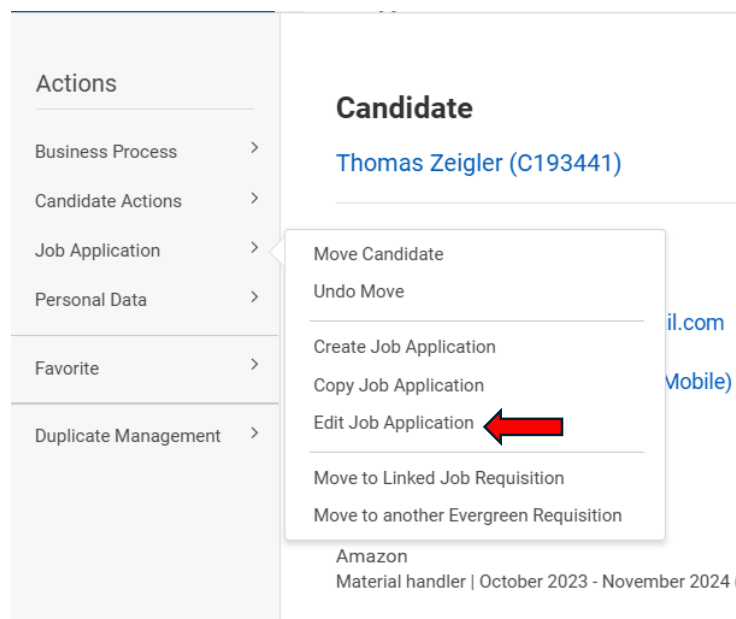
- Once you are in the candidate's profile, you will want to click on the blue "Actions" button



- Once you click on the blue options, the below will pop up. You will then want hover over “Job Application”



- Once you hover over “Job Application” the below options will come up and you will want to choose “Edit Job Application”



- Once you click “Edit Job Application” the below screen will come up and you will want to choose the application where you want to add the referral

**Edit Job Application** ×

---

Candidate Thomas Zeigler (C193441)

Job Applications for Candidate \*

Cancel OK



- After you choose the application you want to add the referral to, you will then want to click “OK”

**Edit Job Application** ×

---

Candidate Thomas Zeigler (C193441)

Job Applications for Candidate \* 

× Thomas Zeigler - R2408185  
Inventory Coordinator  
(C193441) ... ⋮

Cancel OK



- After you click “OK”, you will get a screen like below where you will want to choose your “Source”  
(\*Note\* - sometimes there will be a source there already, but you will be able to update)

**Source**

Source

**Recruiting Agency Payout**

Actual

Currency



- After you click into the “Source” box, you will receive the below drop down where you will want to click “Employee Referral”

**Source**

Source × Indeed ...

Search

- Online Advertisement/ Job Posting >
- Medline Careers Page >
- Employee Referral** ←
- Contacted by Recruiter >
- Career Fair >
- Campus Recruiting >

**Recruit**

**Actual**

**Currency**

**OK** **Cancel**

- Once you click on “Employee Referral” you will get the below screen which you would then choose “Employee Referral”

← **Employee Referral**

☒ **Connection in the company** ...

☐ Create Job Application ...

☒ **Employee Referral** ←

☐ Endorsement Submitted ...

- You will then want to type in the first and last name of the person who referred the candidate and then click “enter”

[Zeiglerthomasa@gmail.com](mailto:Zeiglerthomasa@gmail.com)

**Source**

Source

Referred by \* **Andrea Chua** ←

**Recruiting Agency Payout**

**Actual** 0

- After you click “enter” you will now see the name that referred the candidate under “Referred by.” After that you will want to click “Ok” to save your changes

Source

×

Employee Referral

...

Referred by \*

×

Andrea Chua

...

Recruiting Agency Payout

Actual

0

Currency

→

OK

Cancel