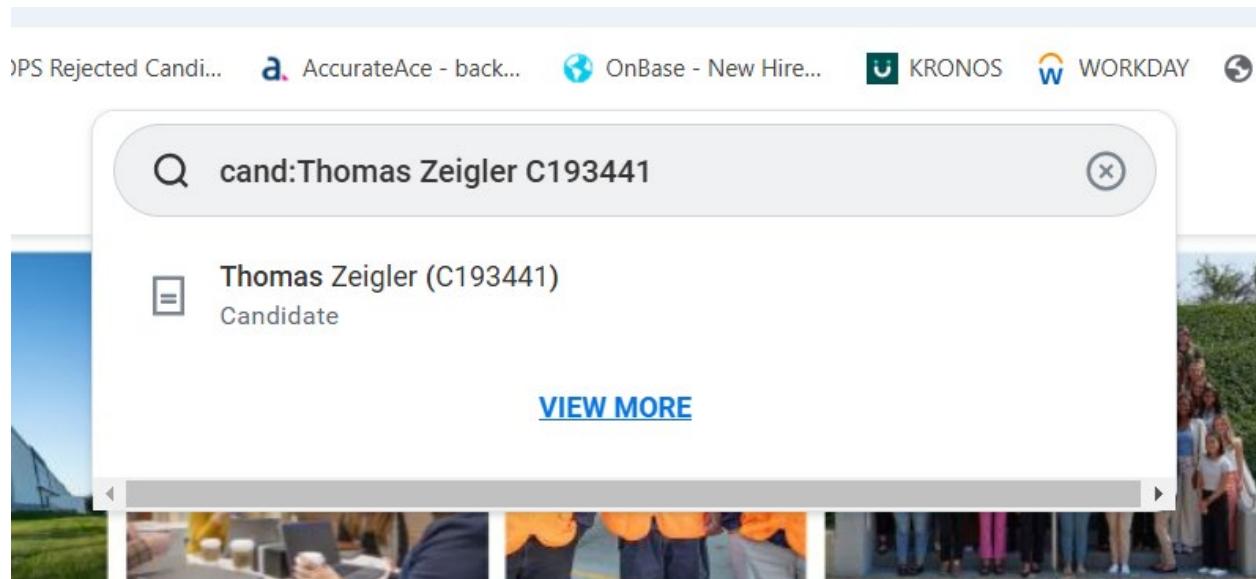


How to Add a Referral onto a Candidate's Job Application

(*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)**



PS Rejected Candi...  AccurateAce - back...  OnBase - New Hire...  KRONOS  WORKDAY 

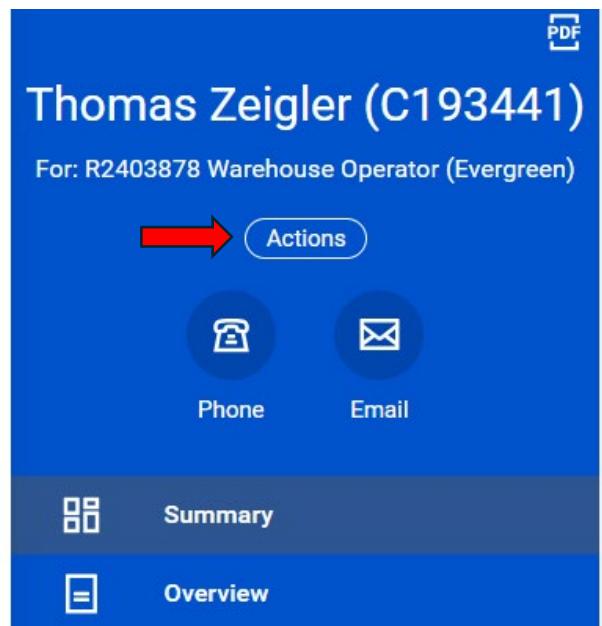
Q cand:Thomas Zeigler C193441

Thomas Zeigler (C193441)
Candidate

[VIEW MORE](#)

Three small images are shown below the candidate's name: a person at a desk, a group of people in orange vests, and a group of people standing outdoors.

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



PDF

Thomas Zeigler (C193441)

For: R2403878 Warehouse Operator (Evergreen)

Actions 

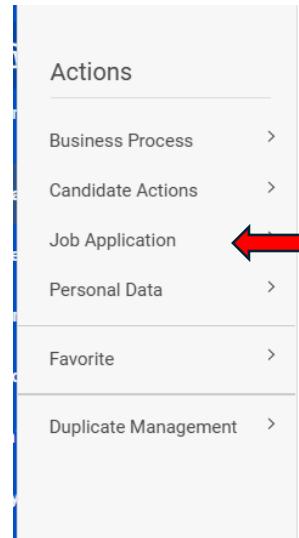
 

Phone Email

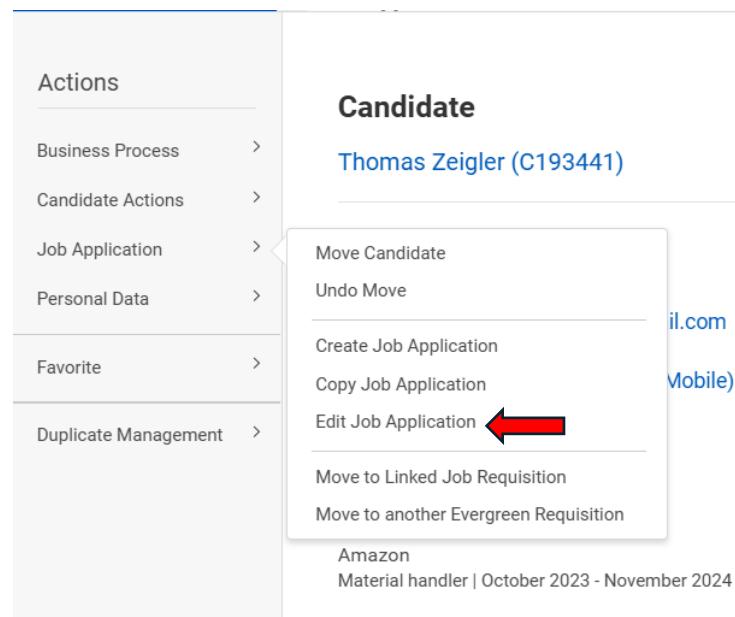
 **Summary**

 **Overview**

- 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 X

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 X

Candidate	Thomas Zeigler (C193441)	⋮
Job Applications for Candidate *		⋮

X 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)

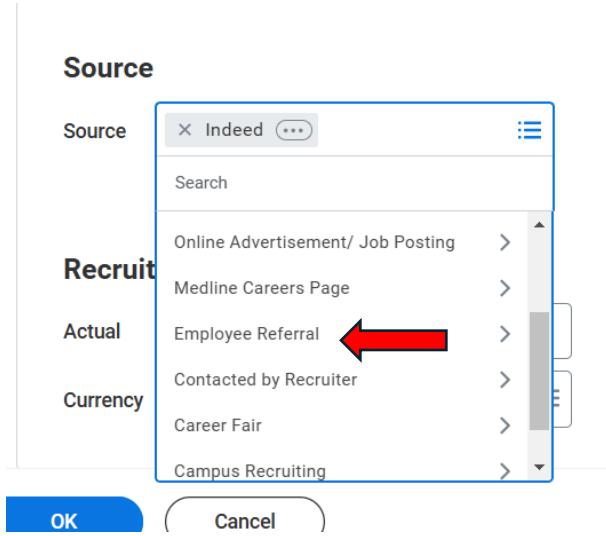
Source

Source	Indeed ...	⋮
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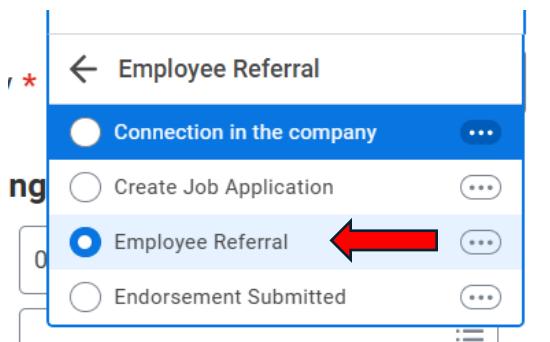
Recruiting Agency Payout

Actual	0
Currency	⋮

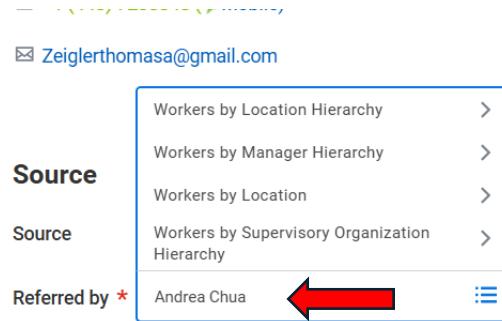
- After you click into the “Source” box, you will receive the below drop down where you will want to click “Employee Referral”



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



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



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

Source

Referred by *

Recruiting Agency Payout

Actual

Currency



47°F