

When to Use This Guide

Use this guide to learn how to refer a candidate, socially share a posted job opening and endorse a candidate who says they have been referred to an opening by you

Referring a Candidate

Click on the **Workday**  icon on the upper left-hand corner of the screen to return to the *Workday Homepage*.

Click on the *Jobs Hub* Application:

- 1a. Select *My Referrals*
- 2a. Select *Refer a Candidate*
- 3a. Enter the following required details about the candidate you are referring:
 - First and Last Name
 - Email Address
 - Enter the job requisition you are referring them for in the *Job Details* section.
 - Address of the candidate (if street is not known, enter N/A; a valid city, state, and zip code are required)
- 3a. Click on *Submit* to send a link to the opening to the candidate you are referring.
 - The candidate must use the link included in the email to apply to link you to the candidate.

OR

- 1b. Select *Find Jobs*
- 2b. A list of open positions will be displayed.
- 3b. Click on a job title to open the job requisition.
- 4b. Click on the *Refer* button.
- 5b. Enter the following required details about the candidate you are referring:
 - First and Last Names
 - Email address
 - Address of the candidate (if street is not known, enter N/A; a valid city, state, and zip code are required)
- 6b. Click on *Submit* to send a link to the opening to the candidate you are referring.
 - The candidate must use the link included in the email to apply to link you to the candidate.

Social Sharing

Click on the **Workday**  icon on the upper left-hand corner of the screen to return to the *Workday Homepage*.

Click on the *Jobs Hub* application:

1. Select *Find Jobs*
2. A list of open positions will display
3. Click on a job title to open the job requisition
4. Find the *Share* and select one of the following social media platforms
 - LinkedIn
 - Email (note; this will open an email with a link to the opening you want to share (if you are referring a candidate, follow the *Referring a Candidate* instructions)

- Twitter
 - Facebook
5. Follow instructions on site to share

Endorsing a Candidate

1. On occasion a job applicant may apply to an opening and indicate that they were referred by a TSM, and as part of the application process, they will include the TSM's name or email address
2. Workday will send a task to the named TSMs inbox to endorse the candidate and/or decline to endorse the candidate
 - If the TSM accepts the endorsement request, Workday creates a referral record for the candidate's job application
 - If the TSM declines the endorsement request, Workday deletes the association between the worker and the candidate's job application