This Knowledge Builder will outline the steps to refer an External Individual to Rochester Regional Health. An External Individual can be referred to a specific job posting, or to the system as a whole. The process should only be used for individuals who are not currently employed by Rochester Regional Health.

**From the Career Worklet**

1. Click on the Career Worklet.

2. Under Actions click on Refer a Candidate.

3. Referral Details – Enter the First and Last name of the external individual. Note: If the Country is not United States of America, change it to the appropriate country.
4. Contact Information – Enter either the **Phone Number** or the **Email Address** for the external individual.

![Contact Information (Choose at least one)](image)

5. Job Details – You can refer an external individual to a specific Job or a Job Area. In this section at least one needs to be entered.

![Job Details](image)

A. Job Details – Jobs: To find a specific job requisition

1. Click on the prompt at the end of the **Jobs** field.

![Job Details](image)

2. Click on any of the given options and continue to follow the prompts until you find the appropriate requisition.
3. Click on the appropriate requisition.

B. Job details – Job Areas: To attach an external individual to a more general job area

1. Click on the prompt at the end of the Job Areas field.

2. Click on the appropriate Job Area.

6. Relationship Details – Choose how you know this person.
7. Relationship Details – Comments. Enter any business appropriate comments.

8. Referral Social Media Links – You have the ability to enter a link to the external individuals various social media applications. (Not Required)

9. Referral Address – You can enter the address of the individual you are referring. (Not Required)

10. Attach Resume/Cover Letter – If you have this information you can attach it here.
11. Click **Submit**

12. Click **Done**

**From the Job Posting**

You can also refer an external individual directly from a specific job posting.

1. Click on the **Career** Worklet.

2. Under Actions click on **Find Jobs**

3. Click on the job requisition in which you want to refer somebody to. Note – you can use the filter options along the left hand side to help consolidate your search.
4. Click on **Refer**

Note: You can also share this job via any of the social media outlets listed by clicking on the icon.

**Email:**

**Linkedin:**
5. Referral Details – Enter the **First** and **Last** name of the external individual. **Note:** If the Country is not United States of America, change it to the appropriate country.

5. Referral Details

```
Referral Details
Please provide details for the person being referred.
Country  [ ] United States of America
First Name  [ ] Pat
Last Name  [ ] Smith
```

6. Contact Information – Enter either the **Phone Number** or the **Email Address** for the external individual.

6. Contact Information

```
Contact Information (Choose at least one)
Phone
Email  [ ] Pat.Smith@ppemail.com
```

7. Relationship Details – Choose how you know this person.

7. Relationship Details

```
Relationship Details
How do you know this person?
Relationship  [ ] Former Colleague
Comments  Pat was my Human Resource Manager at my previous place of employment.
```

8. Referral Social Media Links – You have the ability to enter a link to the external individuals various social media applications. (Not Required)

8. Referral Social Media Links

```
Referral Social Media Links
LinkedIn URL
Twitter User Name
Facebook URL
```

9. Referral Address – You can enter the address of the individual you are referring. (Not Required)
10. Attach Resume/Cover Letter – If you have this information you can attach it here.

11. Click **Submit**

12. Click **Done**