

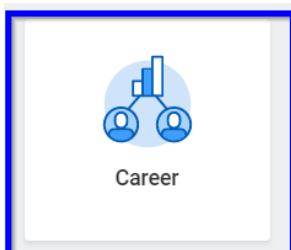
KNOWLEDGE Builder

WORKDAY: How to Refer an External Individual

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**.



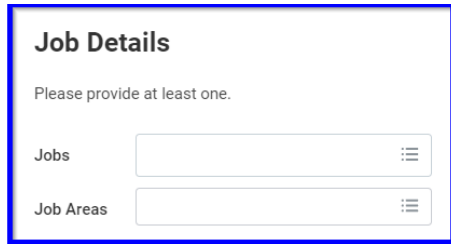
3. Referral Details – Enter the **First** and **Last** name of the external individual. **Note:** If the Country is not United States of America, change it to the appropriate country.

A screenshot of a form titled "Referral Details". Below the title is the instruction "Please provide details for the person being referred." There are three input fields: "Country" with a dropdown menu showing "United States of America", "First Name" with the text "Pat", and "Last Name" with the text "Smith". Each of these three input fields is highlighted with a red rectangular border.

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

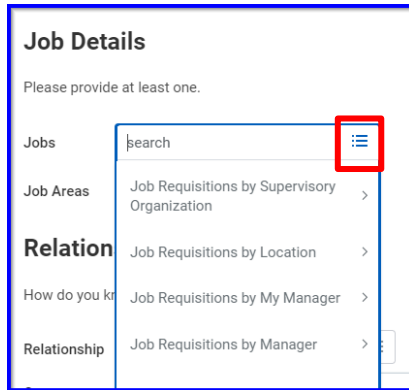


- 5. Job Details – You can refer an external individual to a specific Job or a Job Area. In this section at least one needs to be entered.

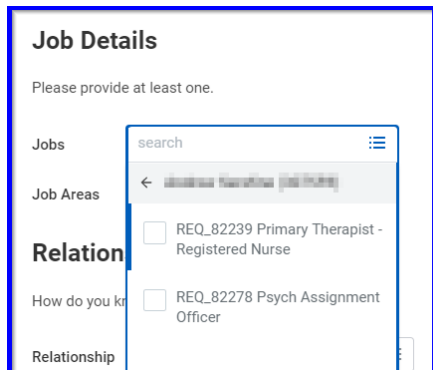


- A. Job Details – Jobs: To find a specific job requisition

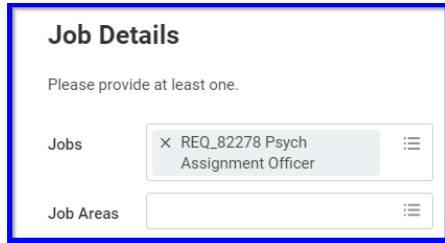
- 1. Click on the prompt at the end of the **Jobs** field.



- 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.



Job Details

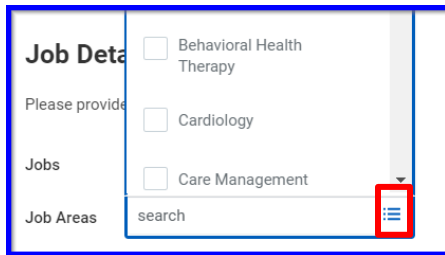
Please provide at least one.

Jobs

Job Areas

- 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.



Job Details

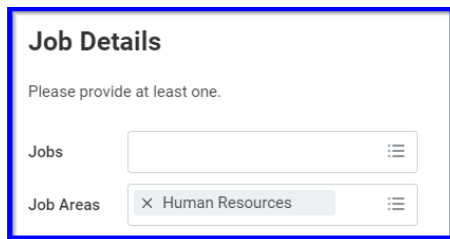
Please provide

Jobs

Job Areas

- Behavioral Health Therapy
- Cardiology
- Care Management

2. Click on the appropriate Job Area.



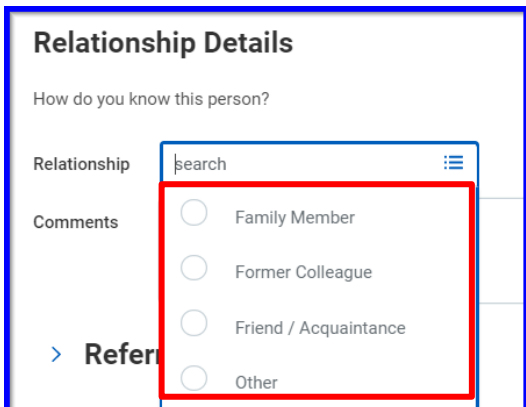
Job Details

Please provide at least one.

Jobs

Job Areas

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



Relationship Details

How do you know this person?

Relationship

Comments

- Family Member
- Former Colleague
- Friend / Acquaintance
- Other

> Refer

7. Relationship Details – Comments. Enter any business appropriate comments.

Relationship Details

How do you know this person?

Relationship

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)

▼ **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)

▼ **Referral Address**

Address

Address Line 1

City

State

Postal Code

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

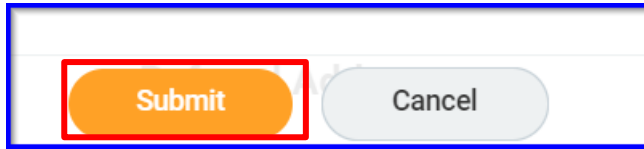
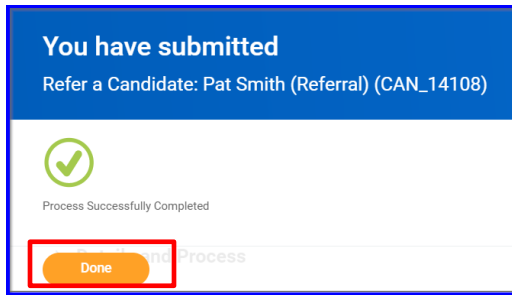
▼ **Attach Resume/Cover Letter**

Resume / Cover Letter

Drop files here

or

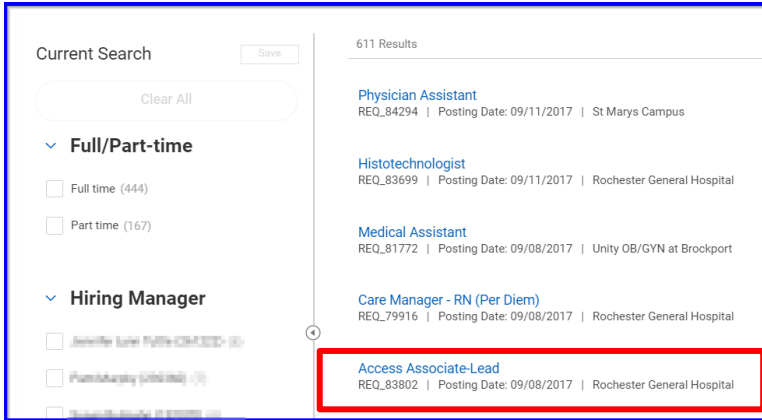
Select files

11. Click **Submit**12. Click **Done****From the Job Posting**

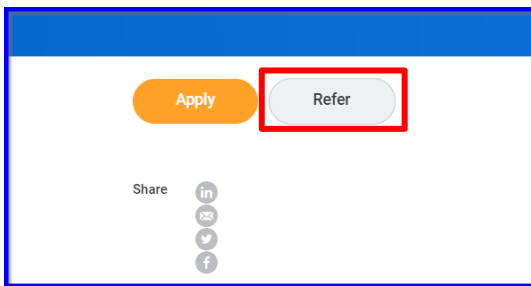
You can also refer an external individual directly from a specific job posting.

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.

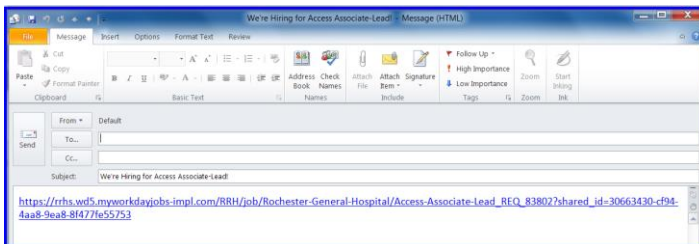


4. Click on Refer

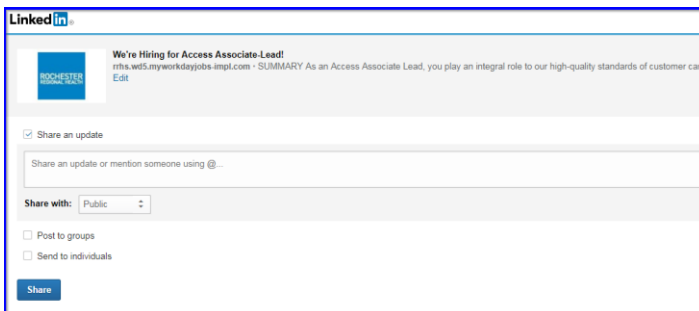


Note: You can also share this job via any of the social media outlets listed by clicking on the icon.

Email:



LinkedIn:



- 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.

Referral Details

Please provide details for the person being referred.

Country *

First Name *

Last Name *

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

Contact Information (Choose at least one)

Phone

Email

- Relationship Details – Choose how you know this person.

Relationship Details

How do you know this person?

Relationship

Comments

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

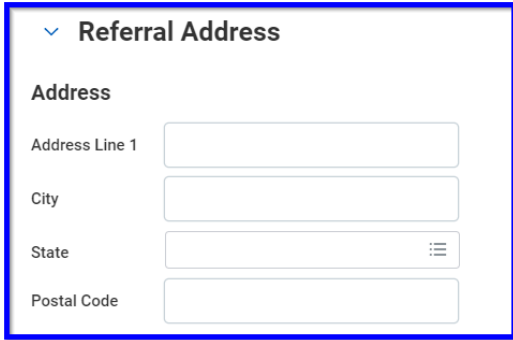
Referral Social Media Links

LinkedIn URL

Twitter User Name

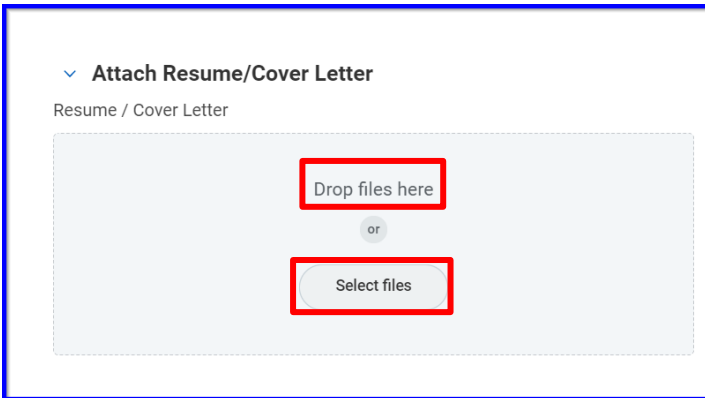
Facebook URL

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



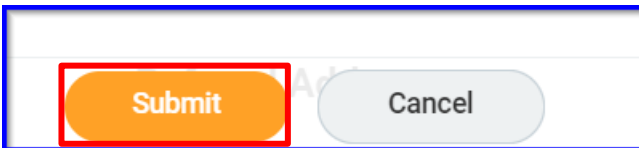
A screenshot of a form titled "Referral Address" with a dropdown arrow. Below the title is the heading "Address". There are four input fields: "Address Line 1", "City", "State" (with a dropdown menu icon), and "Postal Code".

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



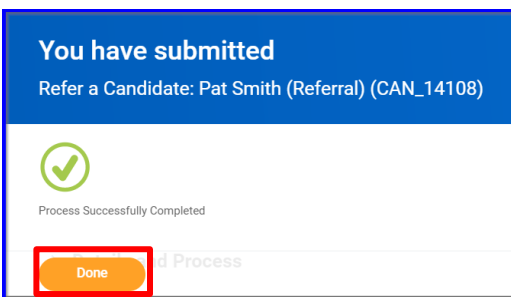
A screenshot of a form section titled "Attach Resume/Cover Letter" with a dropdown arrow. Below the title is the text "Resume / Cover Letter". There is a large dashed box containing the text "Drop files here" and "or" above a "Select files" button. Both "Drop files here" and "Select files" are highlighted with red boxes.

11. Click **Submit**



A screenshot of two buttons: "Submit" (highlighted with a red box) and "Cancel".

12. Click **Done**



A screenshot of a confirmation screen with a blue header. The header text reads "You have submitted" and "Refer a Candidate: Pat Smith (Referral) (CAN_14108)". Below the header is a green checkmark icon and the text "Process Successfully Completed". At the bottom, there is a "Done" button (highlighted with a red box) and a "Process" button.