

1. Select **Me** to display your employee functions
2. Click **Current Jobs**

The screenshot displays the ESS user interface. At the top, a navigation bar includes 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red box. Below the navigation bar, the interface is divided into 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The 'APPS' section features a grid of icons for: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, and Wellness. A red arrow points from the 'Me' tab to the 'Current Jobs' icon, which is also highlighted with a red box.

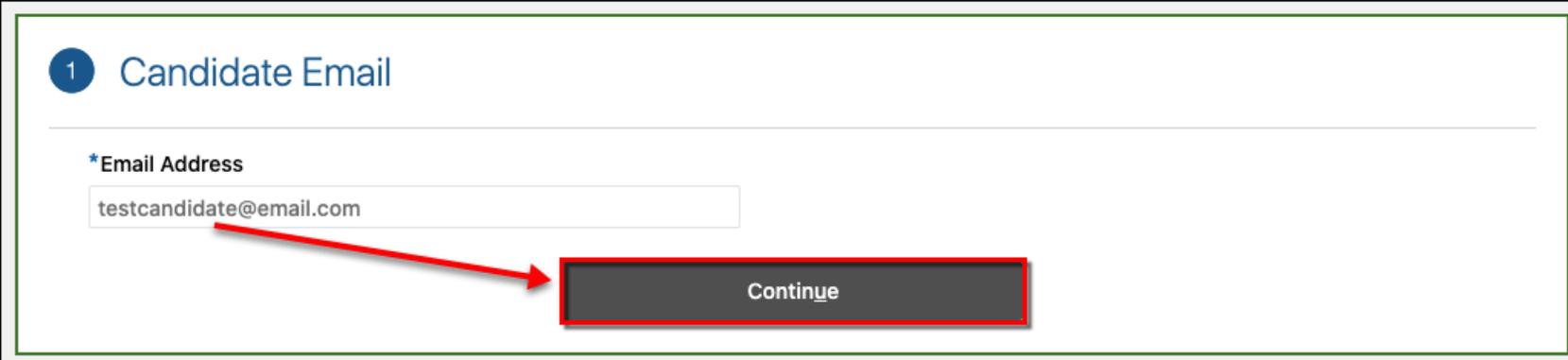
- Using any **keywords** or search **filters**, search for the desired job opening

Current Jobs

4. Click the ellipsis for the desired job and select either **Refer a Candidate** or **Refer an Employee**

The screenshot displays the 'Jobs (2)' interface. On the left, there are filter sections for Location, Job Family, Organization, and Posting Dates. The main area shows two job listings. The second job, 'Supervisor 2A_Test (6)', is highlighted with a yellow star. A red arrow points from the three-dot ellipsis icon next to this job to a dropdown menu. The menu contains four options: 'Share the Job', 'Copy the Link', 'Refer a Candidate', and 'Refer an Employee'. The 'Refer a Candidate' option is highlighted in grey.

5. To refer an **external candidate**, enter the candidate's **email address**
6. Click **Continue**



1 Candidate Email

*Email Address

testcandidate@email.com

Continue

7. Enter the desired **Referral Info**

8. Click **Continue**

2 Referral Info

Email
testcandidate@email.com

*Last Name
Candidate

Title
▼

First Name
Test

Middle Name
▼

Candidate Preferred Language
American English ▼

Mobile Phone
▼ 123-4567

Message to Candidate
I have submitted your name for the job Supervisor 2A_Test. You are invited to check it out and apply.

I also want to provide an endorsement

Endorsement
Tell the hiring team why this candidate is a good fit for the job.

Rating
★★★★★

Continue

9. Upload or drag the candidate's resume

10. Click **Submit**

The screenshot shows a web form titled "ate" with a "Submit" button highlighted in red. The form is divided into three sections:

- 1 Candidate Email**: Includes an "Edit" button.
- 2 Referral Info**: Includes an "Edit" button.
- 3 Resume**: Contains a red-bordered box with a cloud and arrow icon and the text "Drag files here or click to add attachment".

A red arrow points from the "Submit" button to the "Resume" section.

11. To refer an **employee**, begin typing the employee's name then select it from the list

1 Employee Name

Employee Name

Name	Email	Job
RS Rob Stark	cmhatest20+rstark@gmail.com	REGISTERED DIETITIAN SR

12. Click **Continue**

1 Employee Name

Employee Name

Continue

2 Referral Info

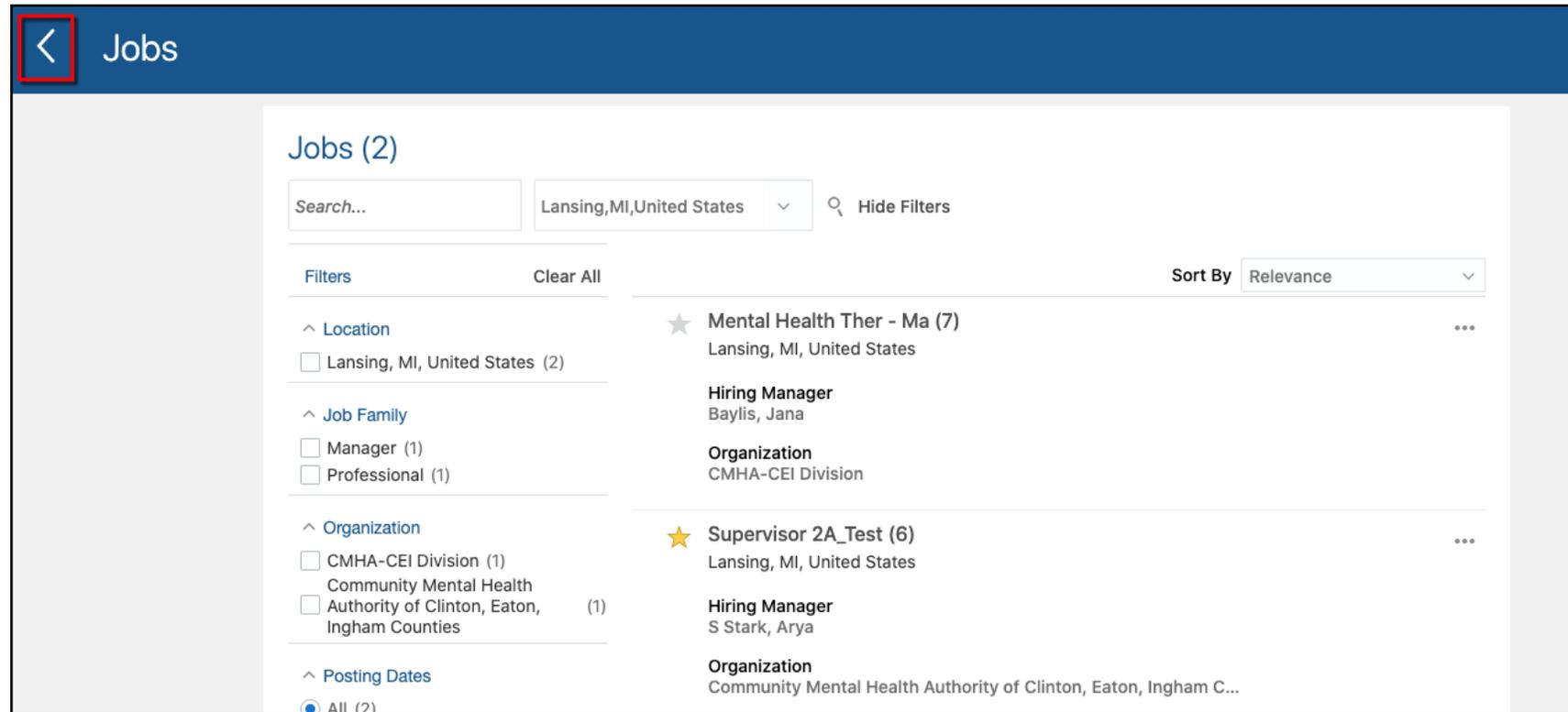
13. Enter the desired **Referral Info** and click **Submit**

The employee and recruiter will be notified they were referred to a job

The screenshot shows a web form titled "Referral Info" with a blue header bar. In the top right corner of the header, there are two buttons: "Submit" (highlighted with a red box and a red arrow) and "Cancel". The form content includes:

- 2 Referral Info** (Section header)
- Employee Name**: Rob Stark
- Message to Candidate**: A text area containing the text "I have submitted your name for the job Supervisor 2A_Test. You are invited to check it out and apply."
- I also want to provide an endorsement
- Endorsement**: A text area with the placeholder text "Tell the hiring team why this candidate is a good fit for the job."
- Rating**: A section with five stars, all of which are currently greyed out.

14. Click the **back arrow** < to return to the **Current Jobs** page



The screenshot shows the 'Jobs' page interface. At the top left, a blue header bar contains a white back arrow icon (<) enclosed in a red square box, followed by the text 'Jobs'. Below the header, the main content area is titled 'Jobs (2)'. It features a search bar with the placeholder 'Search...', a location dropdown menu set to 'Lansing, MI, United States', and a 'Hide Filters' button. On the left side, there are filter sections for 'Location', 'Job Family', 'Organization', and 'Posting Dates'. The 'Location' filter shows 'Lansing, MI, United States (2)'. The 'Job Family' filter shows 'Manager (1)' and 'Professional (1)'. The 'Organization' filter shows 'CMHA-CEI Division (1)' and 'Authority of Clinton, Eaton, Ingham Counties (1)'. The 'Posting Dates' filter shows 'All (2)'. On the right side, there is a 'Sort By' dropdown menu set to 'Relevance'. The job listings are as follows:

- Mental Health Ther - Ma (7)**
Lansing, MI, United States
Hiring Manager: Baylis, Jana
Organization: CMHA-CEI Division
- Supervisor 2A_Test (6)**
Lansing, MI, United States
Hiring Manager: S Stark, Arya
Organization: Community Mental Health Authority of Clinton, Eaton, Ingham C...

15. Click the **Referrals** tile

The screenshot shows a dashboard titled "Current Jobs" with a search bar and five tiles: "Favorite Jobs", "Job Applications", "Referrals", "Job Offers", and "Job Alerts". The "Referrals" tile is highlighted with a red border.

Current Jobs

Search by job title, organization, or other keyw Lansing,MI,United States

Favorite Jobs
See your preferred jobs

Job Applications
Review the job applications you submitted

Referrals
Check on the referrals you made

Job Offers
See your job offers

Job Alerts
Subscribe to notifications and manage your job preferences.

16. View the candidates you referred

End of Procedure

Referrals			
Candidates You Referred			
All ▾			
TC	Candidate, Test (28001) Date 11/6/2020	Supervisor 2A_Test (6) Status Referred	▾
RS	Stark, Rob (15001) Date 11/6/2020	Supervisor 2A_Test (6) Status Referred	▾