


# Recruiting: Employee Referrals

## REFERRING A CANDIDATE

Workday allows you to refer and track candidates directly through the system.




From the **Workday home page**:


1. Click **Jobs Hub** under applications.
  2. Click on **My Referrals**
  3. Click on **Refer a Candidate**
- Refer a Candidate**
4. Enter the candidate's first name and last name.
  5. Enter a contact email and/or phone number.
  6. Select Jobs or Job Areas in the Job Details section to search for open jobs. Click the prompt  icon to browse or enter a job requisition number or keyword to search.

**Job Details**  
Please provide at least one.  
  

Jobs



Job Areas



7. Add additional information or attachments that would be helpful for the recruiters and hiring managers in the sections provided.
8. Click **Submit**, then **Done**.

## VIEW MY REFERRALS

From the Jobs Hub application, click **My Referrals**. Here, you can view the candidate's name, the specific position you referred them for, the stage in the recruiting process, personal notes entered, and other submission details.