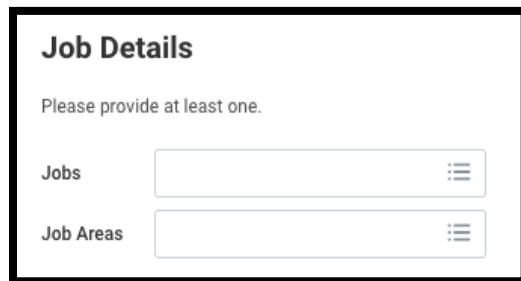


Recruiting: Candidate Referrals

REFERRING A CANDIDATE

Workday allows you to refer candidates directly through the system. You can refer candidates for a Job Area or for a specific job requisition. From the **Career** application:

1. Click **Refer a Candidate** under Actions.
2. Enter the candidate's **legal name**.
3. Enter a contact **email address** and **phone number**.
4. Select **Jobs** to identify a specific job requisition or **Job Areas** in the Job Details section. Click the prompt ☰ icon to browse or enter a job requisition number or keyword to search.



5. Add additional information or attachments that would be helpful for Human Resources in the sections provided.
6. Click **Submit**, then **Done**.

The candidate you referred will get an email with instructions on how to apply. Give them a heads up so they know it is coming!

VIEW MY REFERRALS

From the Career application, click **My Referrals** under View. Here you can view the candidate's name, the specific position you referred them for, the stage in the recruiting process, and other details.



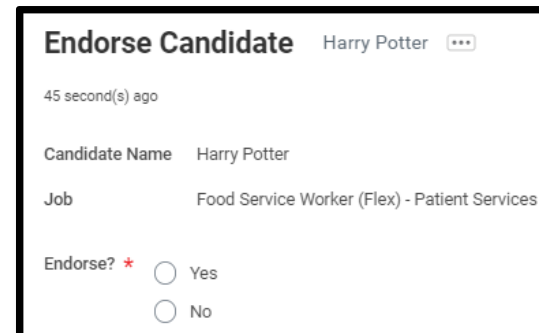
Did you know: If you are viewing the internal job board, (**Find Internal Geisinger Jobs**) you can refer a candidate directly from the job posting by clicking **Refer** next to the Apply button.

Apply

Refer

ENDORSEMENT REQUESTS

If an external candidate indicates on an application that you referred them (but you have not yet referred them in Workday), you will get an inbox task called **Endorsement Request**.



1. Click **Yes** or **No** to accept or decline the endorsement.
2. Then click **Submit**.

If you decline the endorsement, you will not be eligible for any potential referral bonuses.

You will get email updates from geisinger@myworkday.com regarding your referral & **potential** referral bonus.

Click [here](#) for more information on referral bonuses.

If you have questions, please contact HRcompensation@geisinger.edu.