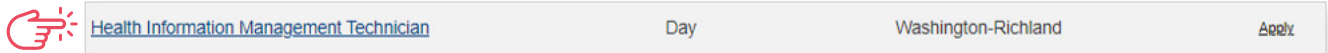


# KADLEC CAREGIVER REFERRAL

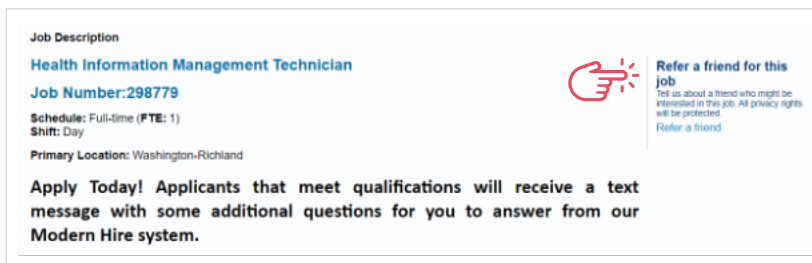
## HOW TO REFER A FRIEND



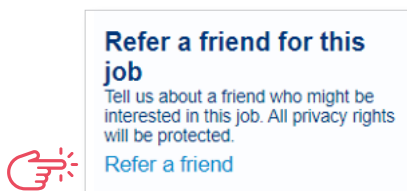
- 1 Log in to the [Kadlec Internal Career](#) section.
- 2 Browse or locate a job via search and/or filter, then open it by clicking on the job posting title.



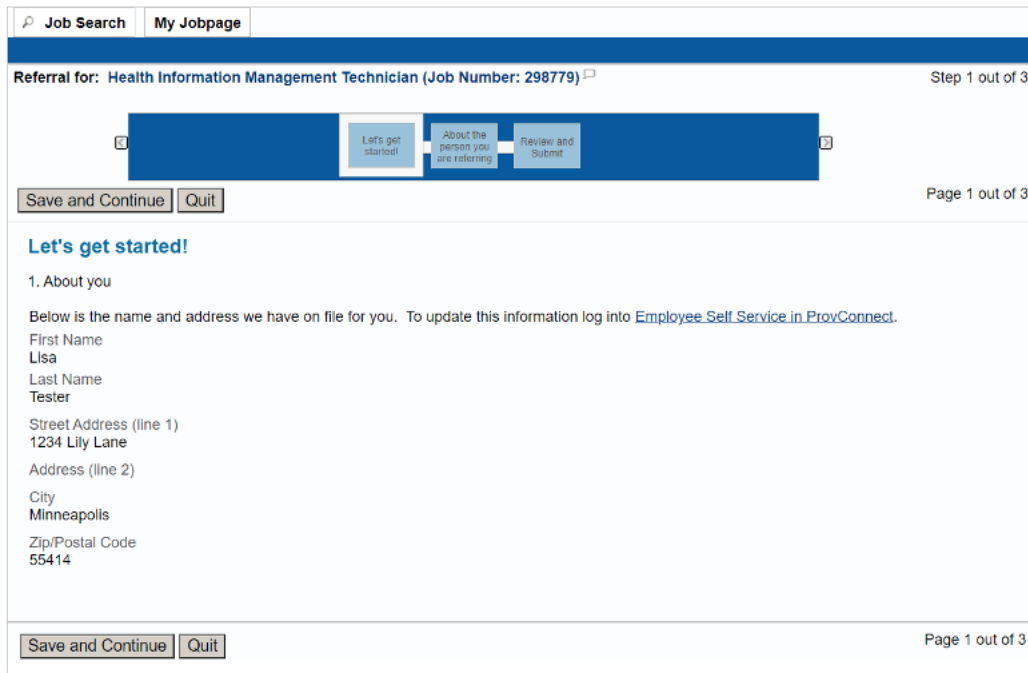
- 3 You'll see the "Refer a friend" option on the right of the job posting.



- 4 Click the "Refer a friend" link.



- Once you are in the referral section, start by verifying your contact information, then click “Save and Continue.”



Job Search My Jobpage

Referral for: Health Information Management Technician (Job Number: 298779) Step 1 out of 3

Let's get started! About the person you are referring Review and Submit

Save and Continue Quit Page 1 out of 3

**Let's get started!**

1. About you

Below is the name and address we have on file for you. To update this information log into [Employee Self Service in ProvConnect](#).

First Name  
Lisa

Last Name  
Tester

Street Address (line 1)  
1234 Lily Lane

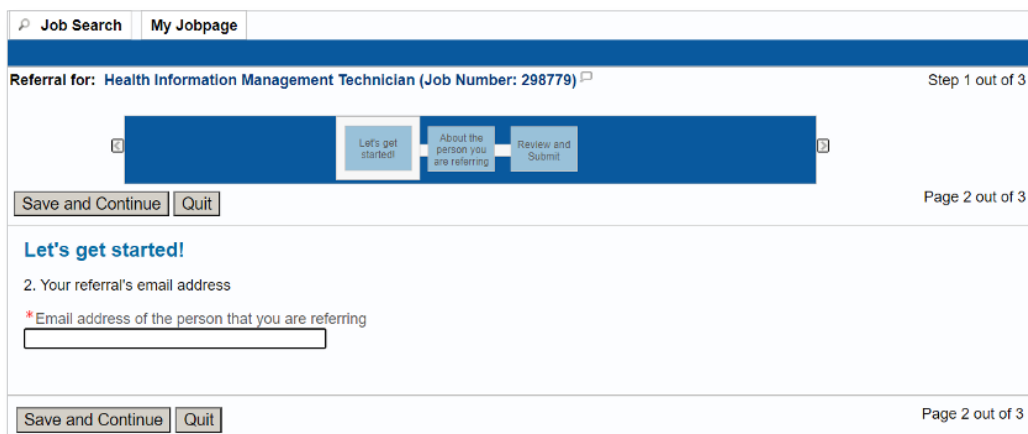
Address (line 2)

City  
Minneapolis

Zip/Postal Code  
55414

Save and Continue Quit Page 1 out of 3

- Next, enter the email address of the person you are referring.



Job Search My Jobpage

Referral for: Health Information Management Technician (Job Number: 298779) Step 1 out of 3

Let's get started! About the person you are referring Review and Submit

Save and Continue Quit Page 2 out of 3

**Let's get started!**

2. Your referral's email address

\*Email address of the person that you are referring

Save and Continue Quit Page 2 out of 3

7 Enter information about your referral on the next two screens.

Job Search My Jobpage

Referral for: Health Information Management Technician (Job Number: 298779) Step 1 out of 3

Let's get started! About the person you are referring Review and Submit

Save and Continue Quit Page 3 out of 3

**Let's get started!**

3. About your referral

Why is this candidate a good fit for Providence Health & Services?

Save and Continue Quit Page 3 out of 3

Job Search My Jobpage

Referral for: Health Information Management Technician (Job Number: 298779) Step 2 out of 3 | Print/Email

Let's get started! About the person you are referring Review and Submit

Save and Continue Save as Draft Quit

**About the person you are referring**

4. Your referral's name and contact information

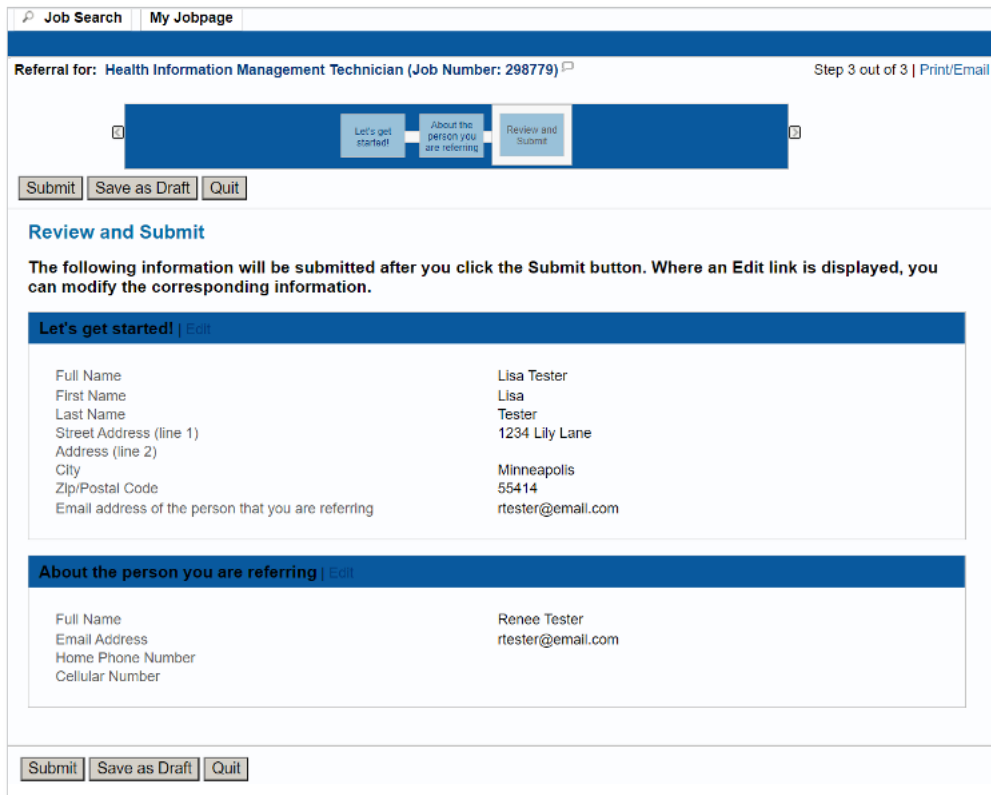
\*First Name  \*Last Name

\*Email Address

Home Phone Number  Cellular Number

Save and Continue Save as Draft Quit

- Review your referral information. Once complete, click “Submit” to complete the process.



Job Search | My Jobpage

Referral for: Health Information Management Technician (Job Number: 298779) Step 3 out of 3 | Print/Email

Let's get started! | About the person you are referring | Review and Submit

Submit | Save as Draft | Quit

### Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

**Let's get started!** | [Edit](#)

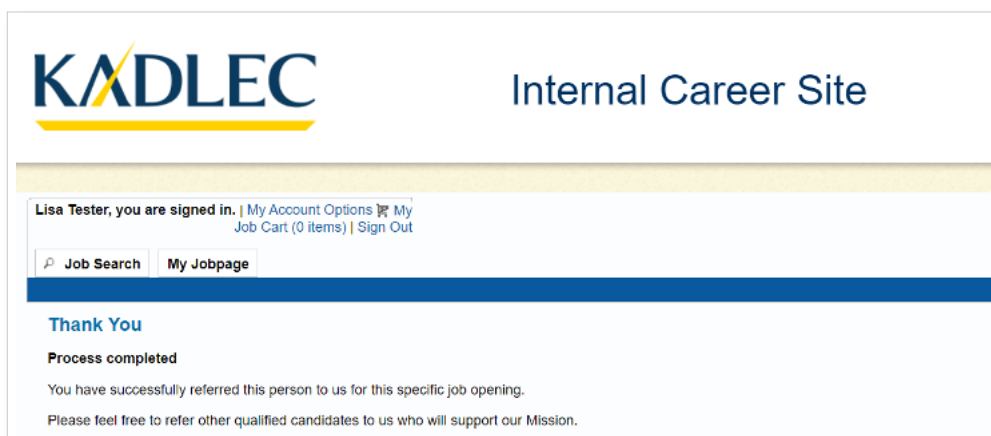
Full Name	Lisa Tester
First Name	Lisa
Last Name	Tester
Street Address (line 1)	1234 Lily Lane
Address (line 2)	
City	Minneapolis
Zip/Postal Code	55414
Email address of the person that you are referring	rtester@email.com

**About the person you are referring** | [Edit](#)

Full Name	Renee Tester
Email Address	rtester@email.com
Home Phone Number	
Cellular Number	

Submit | Save as Draft | Quit

- Once your referral is submitted, the following message appears:



**KADLEC** Internal Career Site

Lisa Tester, you are signed in. | [My Account Options](#) | [My Job Cart \(0 items\)](#) | [Sign Out](#)

Job Search | My Jobpage

### Thank You

**Process completed**

You have successfully referred this person to us for this specific job opening.

Please feel free to refer other qualified candidates to us who will support our Mission.