



Submitting a referral in Genesis

Step-by-step job aid

May 2022

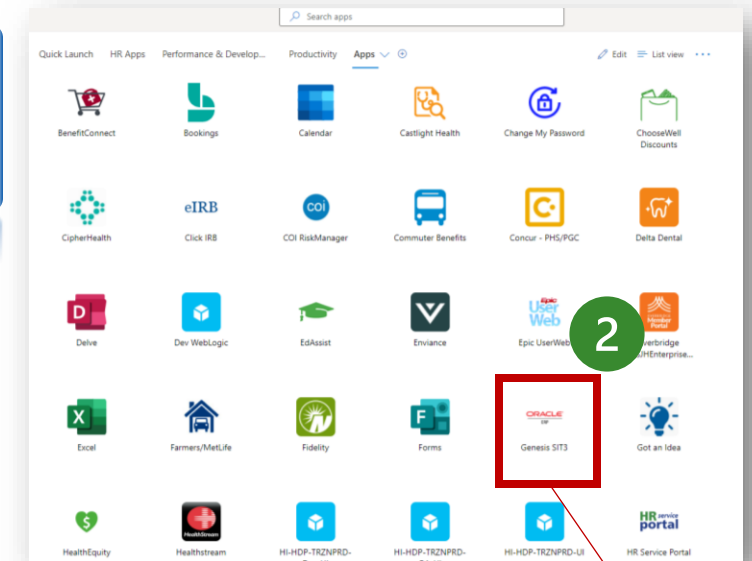
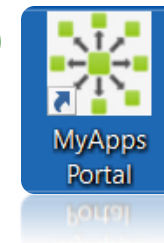
Navigate to your Genesis Dashboard

Step 1: Select *MyApps Portal* from your desktop.

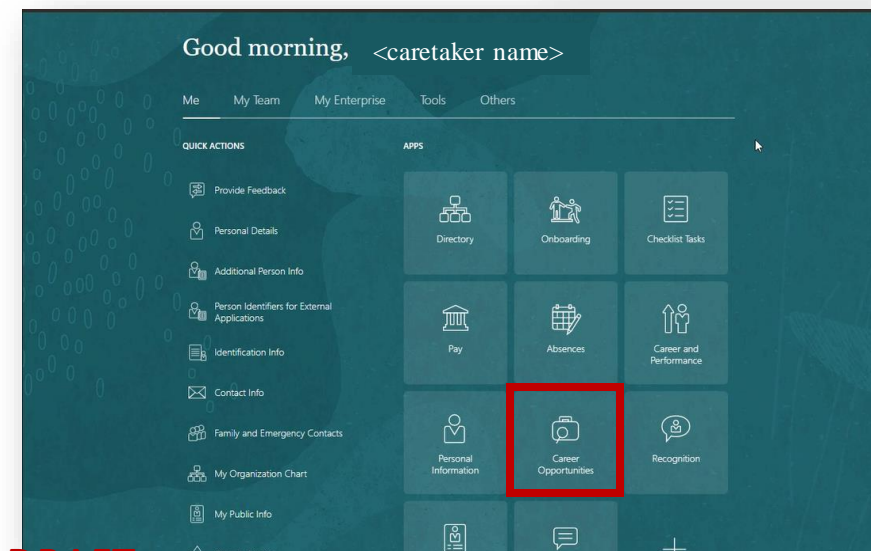
Step 2: Select the *Genesis* app. The Genesis Dashboard will display.

Step 3: From the Genesis dashboard, select the *Career Opportunities* tile.

1



2

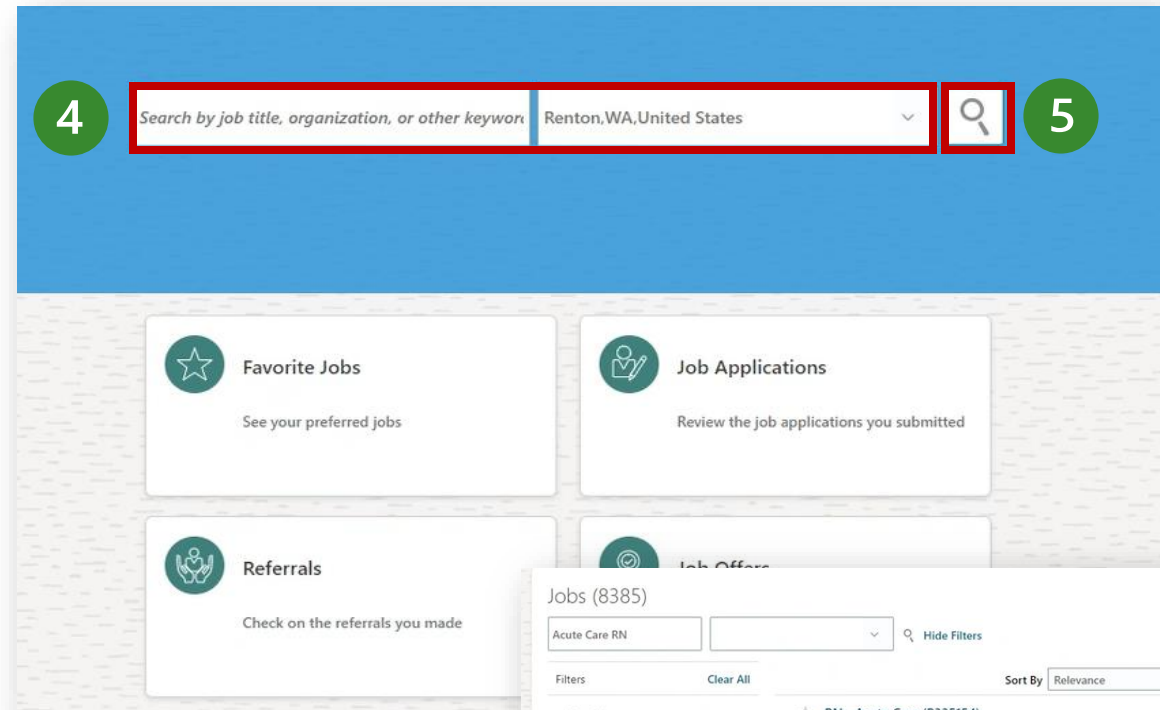


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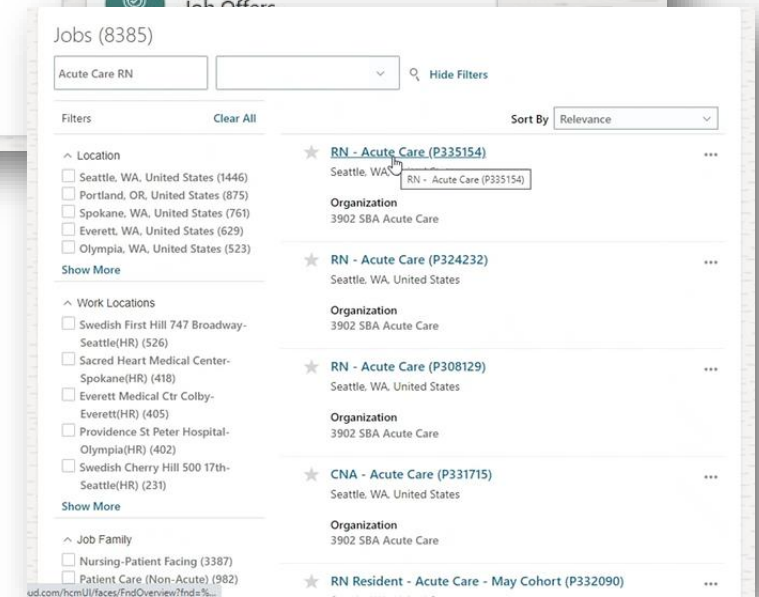
Search for a Job

Step 4: Enter keyword, job title and/or location.

Step 5: Click the search icon.



Search results will display.



Select job and send job information

Step 6: Select the job on which you want to make a referral.

Step 7: Click on the **Actions** drop-down list and select the type of referral you are making: Refer a Friend (external) or Refer a Caregiver (internal).

Step 8: Enter an email address for the candidate referral and select **Continue**.

The screenshots illustrate the following steps:

- Step 6:** A job listing for "RN - Acute Care (P335154)" in Seattle, WA, is selected. The job details show the organization as "3902 SBA Acute Care".
- Step 7:** The "Actions" dropdown menu is open, and the "Refer a Friend" option is selected.
- Step 8:** The "Refer a Friend" form is displayed, and the "Candidate Email" field is filled with "brycepjhuat100@yoop". The "Continue" button is highlighted.

Enter personal message and endorsement (optional)

A generic message will display notifying the candidate that you have referred them for a job.

- A. To enter a personal message, delete the generic message and type your message in the **Message** field.
- B. If you would like to provide an endorsement, click the “*I also want to provide an endorsement box.*”
- C. An **Endorsement** field will display for you to provide a personal recommendation and a **Rating**. *Endorsements are not visible to the person being referred.*

Step 9: Click **Continue** (required).

ORACLE

Refer a Friend

RN - Acute Care (P335154)

Submit Cancel

1 Candidate Email Edit

2 Referral Contact Information

Email
brycepsjhuat100@yopmail.com

Message
I have submitted your name for the job RN - Acute Care. You are invited to check it out and apply.

A

B I also want to provide an endorsement

Continue

3 Resume

Email
brycepsjhuat100@yopmail.com

Message
I have submitted your name for the job RN - Acute Care. You are invited to check it out and apply. Please apply I will get a \$3,000 referral bonus if you take the job :) I'll split it with you.

I also want to provide an endorsement

Endorsement
They are great!

Rating Rating
★ ★ ★ ★ ★

C

9

Continue

Attach a resume (optional)

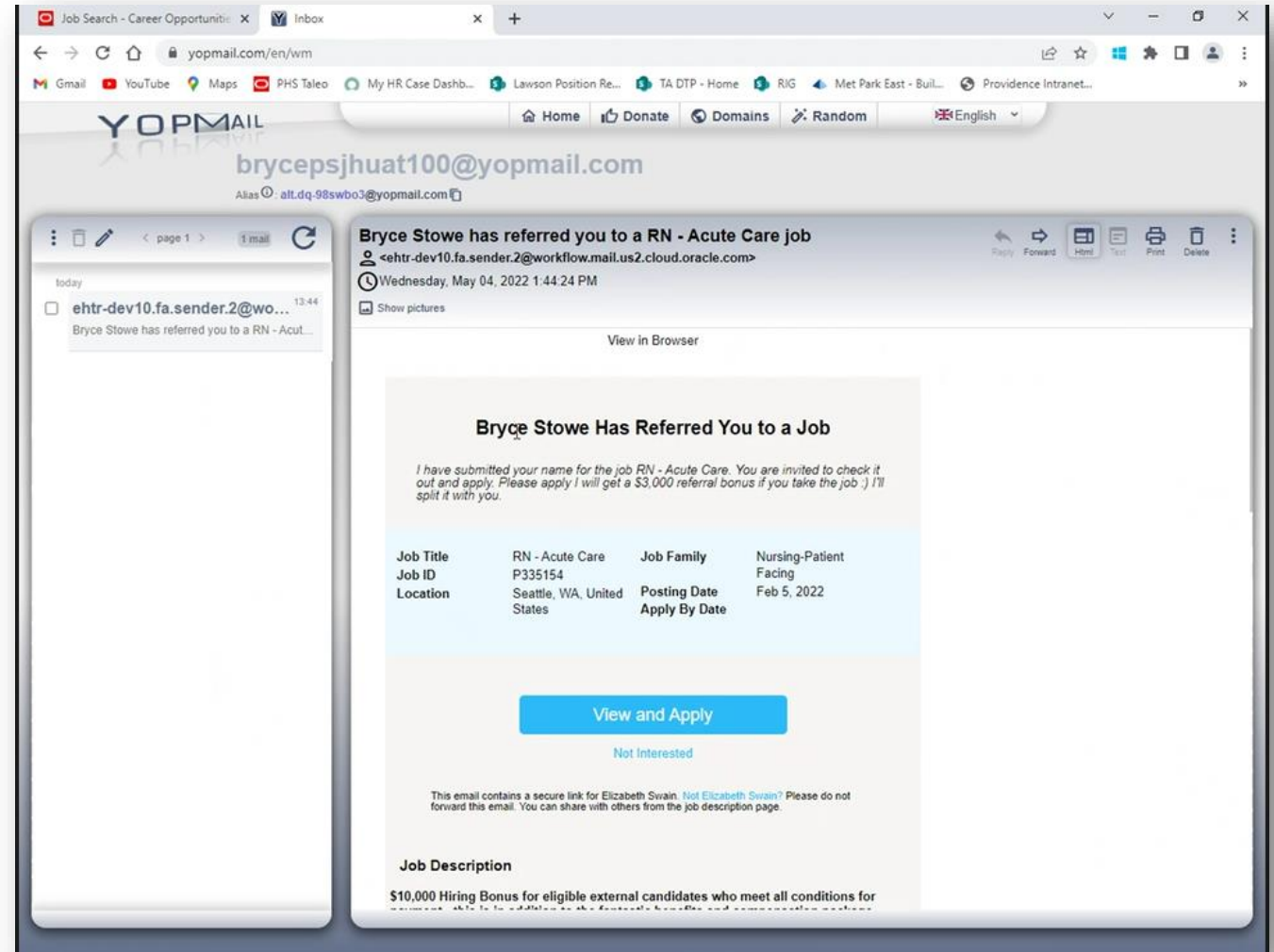
To submit a resume, expand the **Resume** section and add the resume as an attachment.

The image shows a two-part screenshot of the Oracle 'Refer a Friend' application. The top part shows the 'Referral Contact Information' step, which includes an email field with the address 'brycepjhuat100@yopmail.com' and a message box containing the text: 'I have submitted your name for the job RN - Acute Care. You are invited to check it out and apply.' Below the message box is a checkbox labeled 'I also want to provide an endorsement' and a green 'Continue' button. The bottom part of the screenshot shows the 'Resume' section expanded, featuring a dashed border and a central icon of a paperclip with a leaf. To the right of the icon is the text 'Drag files here or click to add attachment'. A red arrow points from the 'Resume' section header in the top screenshot down to the expanded area in the bottom screenshot.

Referral notifications

The person you referred will receive an email that looks like this. They can choose the View and Apply button or click the Not Interested link

***Note:** For the referral to show up in the system, they will need to click on View and Apply from the email they receive.



Checking referral status

You can check on the status of the referrals you have made by going into the Referrals section located in the Career Opportunities tile on your Genesis Dashboard.

