




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




Academic Affiliations Program Coordinator
; Centralia
Job Number: 299401
Schedule: Full-time
Shift: Day

Apply

- 3 You'll see the "Make an employee referral" option on the right of the job posting.

Job Description

Academic Affiliations Program Coordinator
Job Number: 299401
You may be eligible to receive a Referral Bonus for this position: \$ 1,000.00
Schedule: Full-time (FTE: 1)
Shift: Day




Know someone?
If you know someone who would be a great fit for this position, let Human Resources know.
[Make an employee referral](#)

You will see the bonus amount at the top of the job posting.

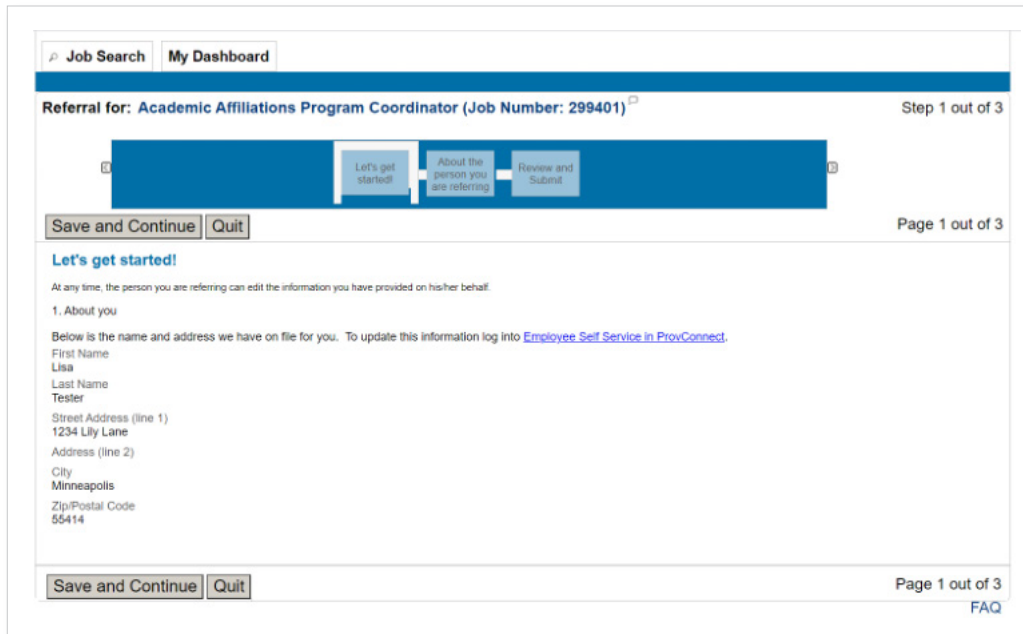
Academic Affiliations Program Coordinator
Job Number: 299401
You may be eligible to receive a Referral Bonus for this position: \$ 1,000.00
Schedule: Full-time (FTE: 1)
Shift: Day

- 4 Click the "Make an employee referral" link.

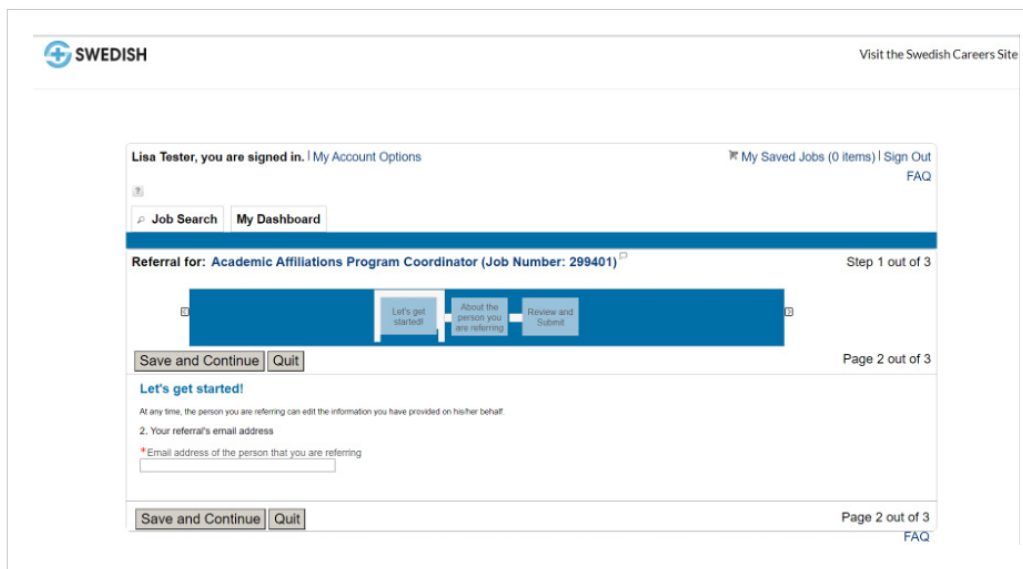


Know someone?
If you know someone who would be a great fit for this position, let Human Resources know.
[Make an employee referral](#)

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



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



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

Job Search | My Dashboard

Referral for: Academic Affiliations Program Coordinator (Job Number: 299401)

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!

At any time, the person you are referring can edit the information you have provided on his/her behalf.

3. About your referral

Why is this candidate a good fit for Swedish Health Services?

Save and Continue
Quit

Page 3 out of 3
[FAQ](#)

Job Search | My Dashboard

Referral for: Academic Affiliations Program Coordinator (Job Number: 299401)

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

At any time, the person you are referring can edit the information you have provided on his/her behalf.

4. Your referral's name and contact information

<small>* First Name</small>	<small>* Last Name</small>
<input type="text" value="Millie"/>	<input type="text" value="Tester"/>
<small>* Email Address</small>	
<input type="text" value="mtester@email.com"/>	
<small>Home Phone Number</small>	<small>Cellular Number</small>
<input type="text"/>	<input type="text"/>

Save and Continue
Save as Draft
Quit

[FAQ](#)

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

Referral for: Academic Affiliations Program Coordinator (Job Number: 299401)
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 First Name Last Name Street Address (line 1) Address (line 2) City Zip/Postal Code Email address of the person that you are referring	Lisa Tester Lisa Tester 1234 Lily Lane Minneapolis 55414 mltester@email.com
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About the person you are referring [Edit](#)

Full Name Email Address Home Phone Number Cellular Number	Millie Tester mltester@email.com
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Submit
Save as Draft
Quit
[FAQ](#)

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


Visit the Swedish Careers Site

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

[Job Search](#)
[My Dashboard](#)

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.