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# EMPLOYEE REFERRAL

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Refer a Candidate and View Referrals



FEBRUARY 1, 2022

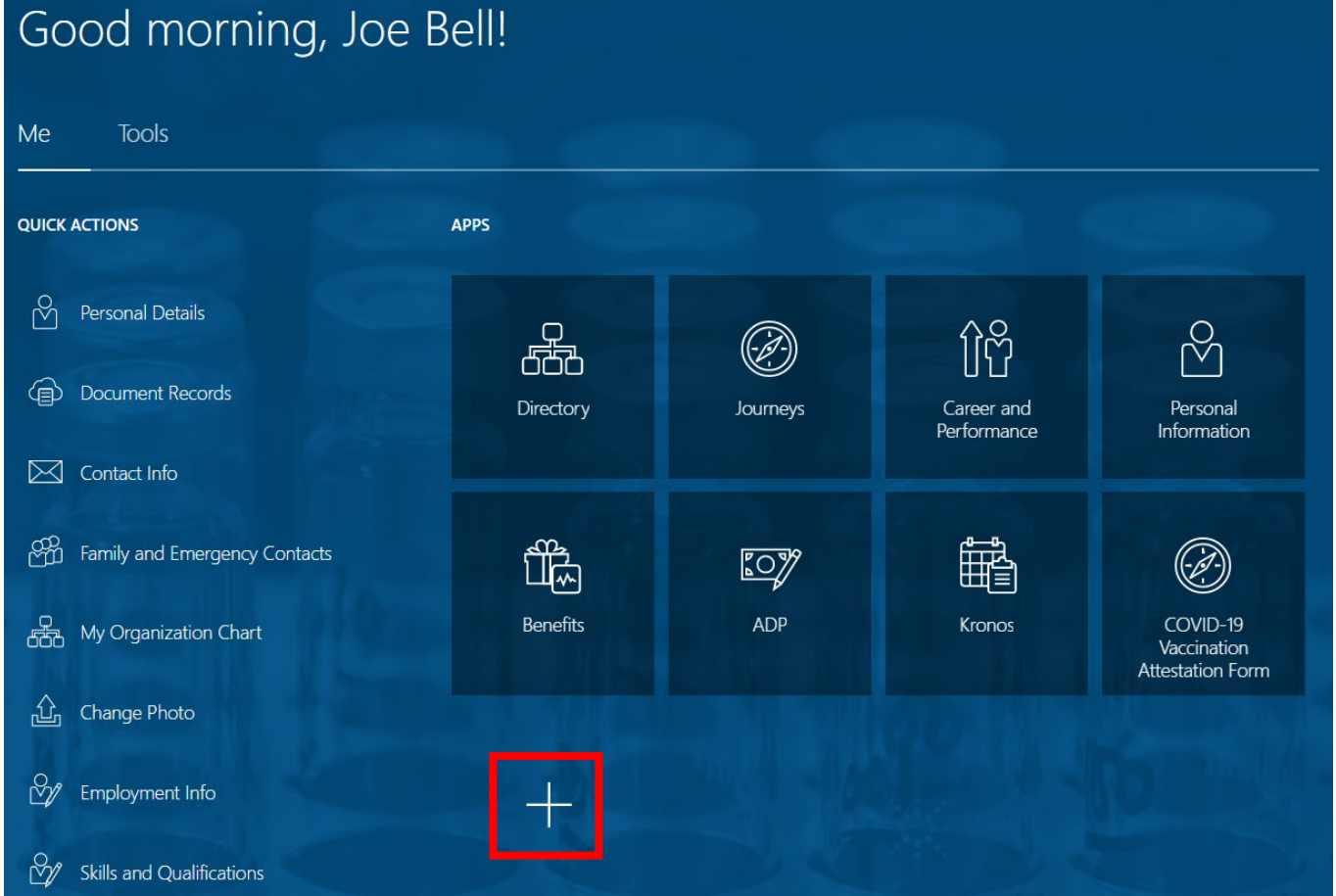
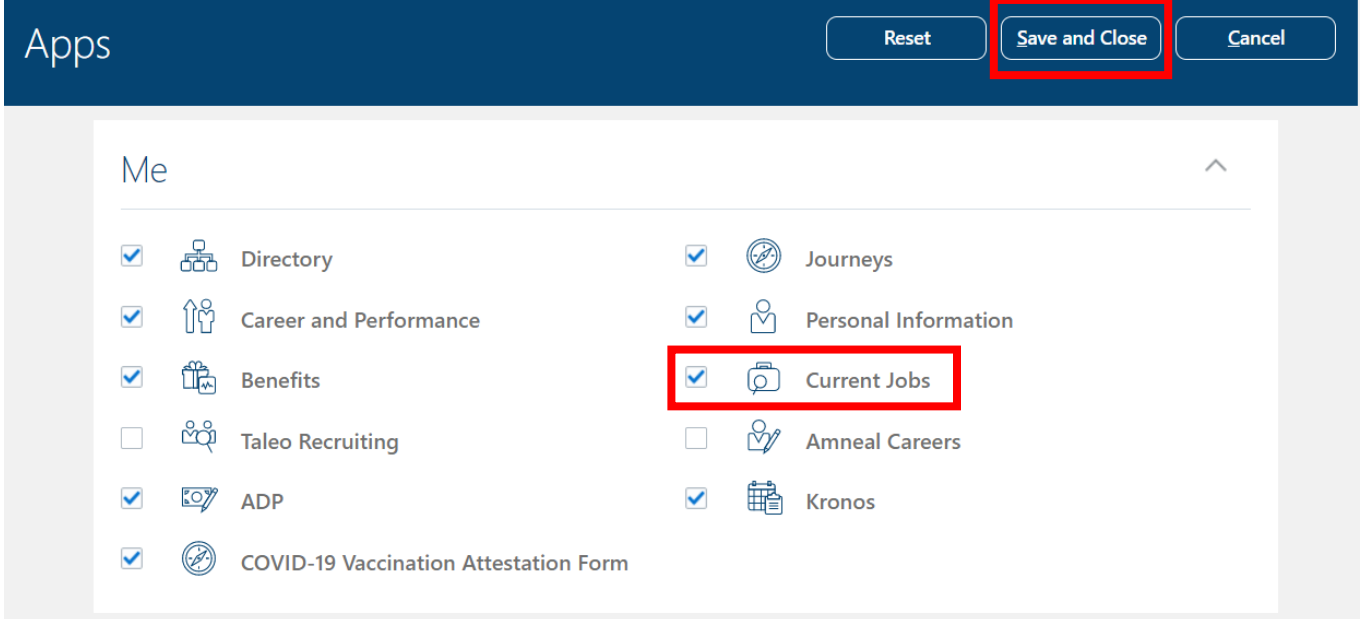
Kathleen Nguyen

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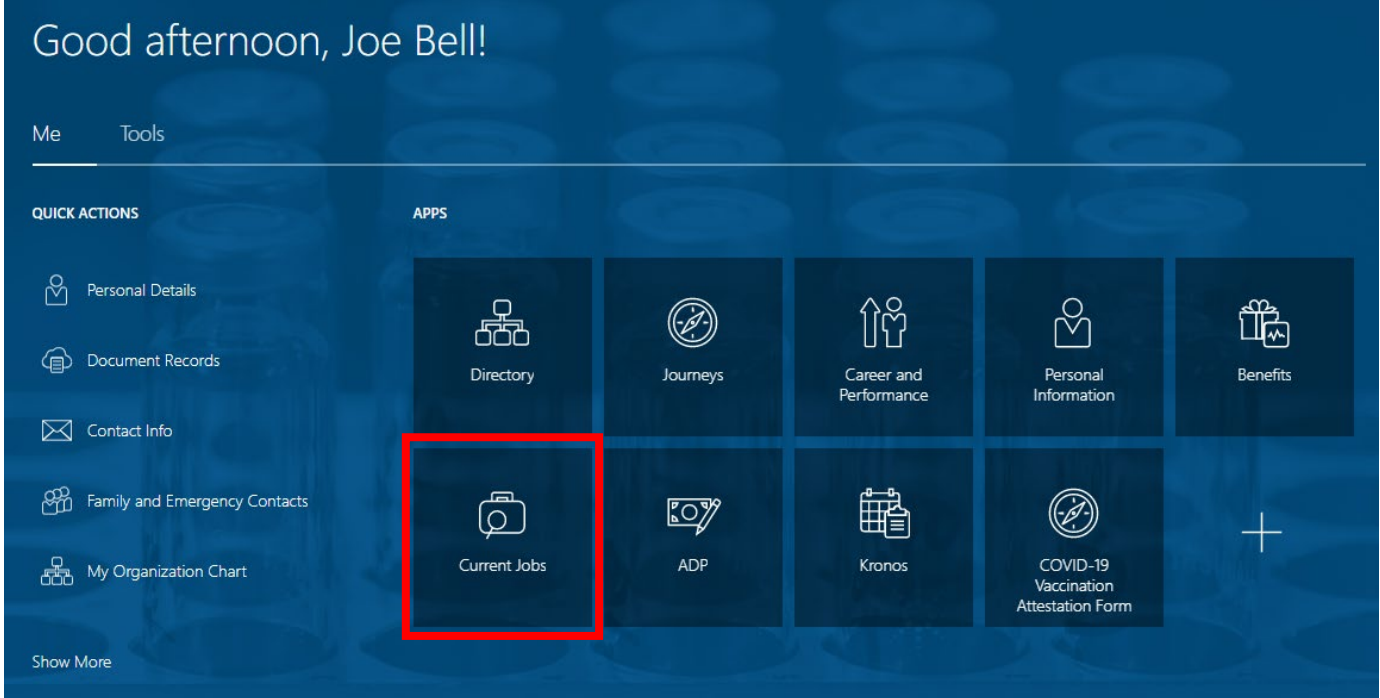
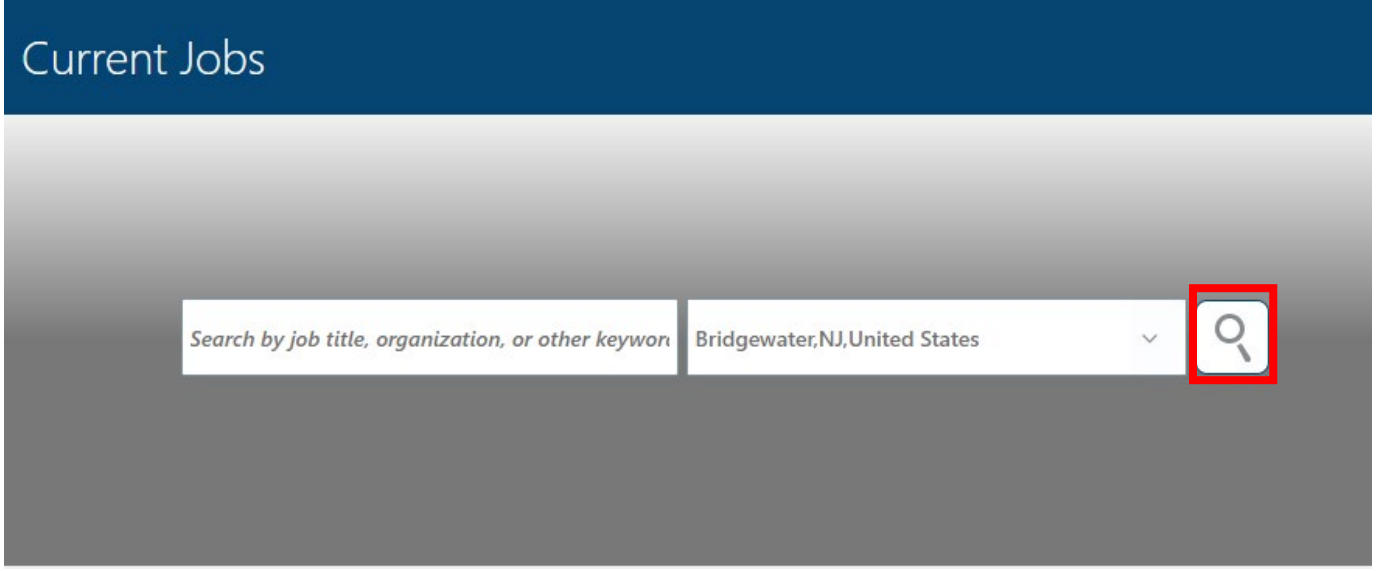
# Add Current Jobs Tile to Home Page

Add "Current Jobs" tile if not displayed on your "Me"

Step	Action
1	 <p>Good morning, Joe Bell!</p> <p>Me Tools</p> <p>QUICK ACTIONS</p> <ul style="list-style-type: none"><li>Personal Details</li><li>Document Records</li><li>Contact Info</li><li>Family and Emergency Contacts</li><li>My Organization Chart</li><li>Change Photo</li><li>Employment Info</li><li>Skills and Qualifications</li></ul> <p>APPS</p> <ul style="list-style-type: none"><li>Directory</li><li>Journeys</li><li>Career and Performance</li><li>Personal Information</li><li>Benefits</li><li>ADP</li><li>Kronos</li><li>COVID-19 Vaccination Attestation Form</li></ul> <p>+</p> <p>From HR Connect <b>Home</b> page -&gt; <b>Me</b> -&gt; click on the + sign</p>
2	 <p>Apps</p> <p>Reset Save and Close Cancel</p> <p>Me</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Directory</li><li><input checked="" type="checkbox"/> Journeys</li><li><input checked="" type="checkbox"/> Career and Performance</li><li><input checked="" type="checkbox"/> Personal Information</li><li><input checked="" type="checkbox"/> Benefits</li><li><input checked="" type="checkbox"/> <b>Current Jobs</b></li><li><input type="checkbox"/> Taleo Recruiting</li><li><input type="checkbox"/> Amneal Careers</li><li><input checked="" type="checkbox"/> ADP</li><li><input checked="" type="checkbox"/> Kronos</li><li><input checked="" type="checkbox"/> COVID-19 Vaccination Attestation Form</li></ul> <p>Make sure the box next to <b>Current Jobs</b> is checked -&gt; <b>Save and Close</b></p>

3	End of Procedure
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Refer a Candidate

Step	Action
1	 <p>Good afternoon, Joe Bell!</p> <p>Me Tools</p> <p>QUICK ACTIONS</p> <ul style="list-style-type: none"> <li>Personal Details</li> <li>Document Records</li> <li>Contact Info</li> <li>Family and Emergency Contacts</li> <li>My Organization Chart</li> </ul> <p>APPS</p> <ul style="list-style-type: none"> <li>Directory</li> <li>Journeys</li> <li>Career and Performance</li> <li>Personal Information</li> <li>Benefits</li> <li><b>Current Jobs</b></li> <li>ADP</li> <li>Kronos</li> <li>COVID-19 Vaccination Attestation Form</li> </ul> <p>Show More</p> <p>From HR Connect <b>Home</b> page -&gt; <b>Me</b> -&gt; <b>Current Jobs</b></p>
2	 <p>Current Jobs</p> <p>Search by job title, organization, or other keyword</p> <p>Bridgewater,NJ,United States</p> <p>Magnifying Glass</p> <p>Search for a specific job posting or click on <b>Magnifying Glass</b> to view all our current job postings</p>

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# Jobs

Jobs (78)

Search Radius 25 Miles

Filters  Sort By

- Location
  - Bridgewater, NJ, United States (38)
  - Piscataway, NJ, United States (28)
  - Branchburg Township, NJ, United States (5)
  - East Hanover, NJ, United States (4)
  - United States (1)

Show More

- Work Locations
  - Bridgewater (27)

## ★ Warehouse Operator I (210N6)

East Hanover, NJ, United States

Hiring Manager  
Kabaria, Shailesh M.

Organization  
Operations

- 
- 
- 
- 

## ★ Transdermal Operator I - 3rd Shift (210MW)

Piscataway, NJ, United States

Click on ... right next to the job requisition you would like to refer a candidate to -> **Refer a Candidate**

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# Refer a Candidate

Warehouse Operator I (210N6)

## 1 Candidate Email

\*Email Address

Enter candidate's email address -> **Continue**

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## 2 Referral Info

Email  
johndoe@invalidemail.com

\*Last Name  
Doe

Title  
▼

First Name  
John

Middle Name  
\_\_\_\_\_

Candidate Preferred Language  
American English ▼

Mobile Phone  
▼ \_\_\_\_\_

Message to Candidate  
I have submitted your name for the job Warehouse Operator I. You are invited to check it out and apply.

I also want to provide an endorsement

**Continue**

Enter candidate's **First Name, Last Name** -> **Continue**

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## Refer a Candidate


Warehouse Operator I (210N6)

**Submit** **Cancel**

① Candidate Email **Edit**

② Referral Info **Edit**

③ Resume

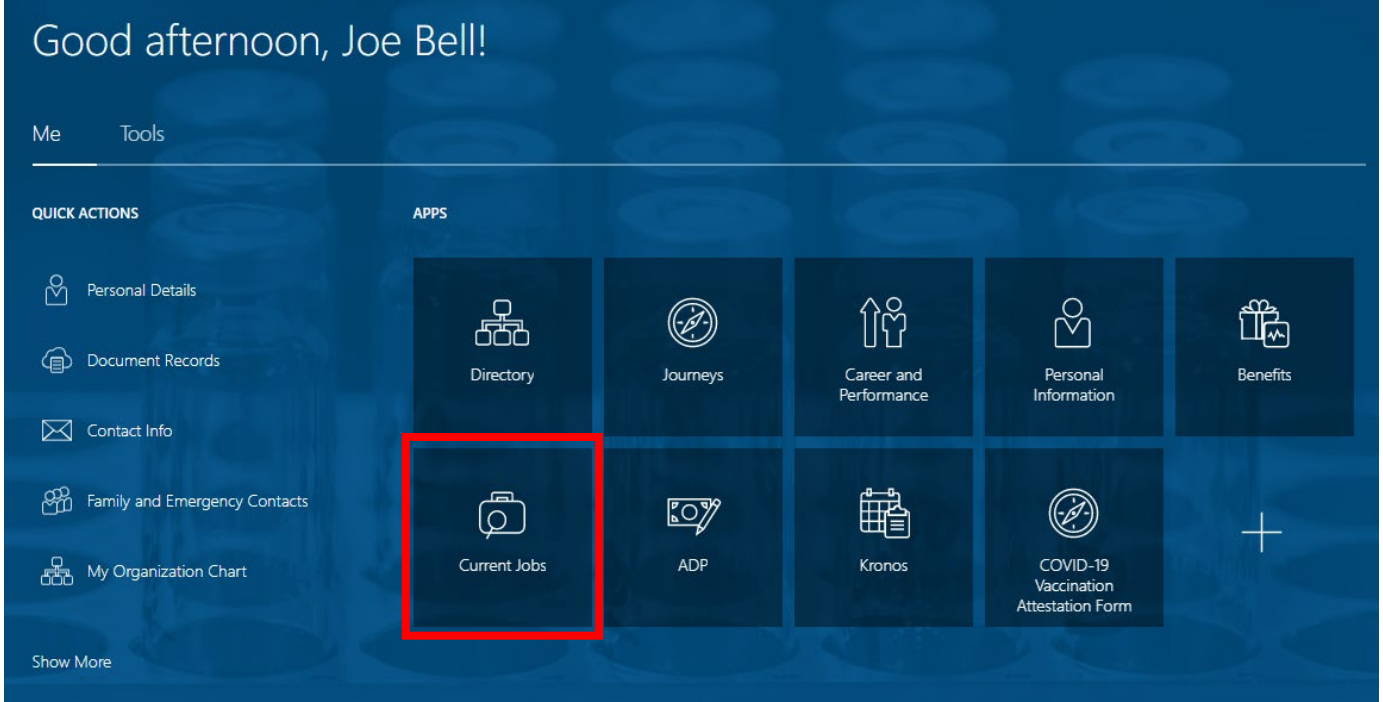
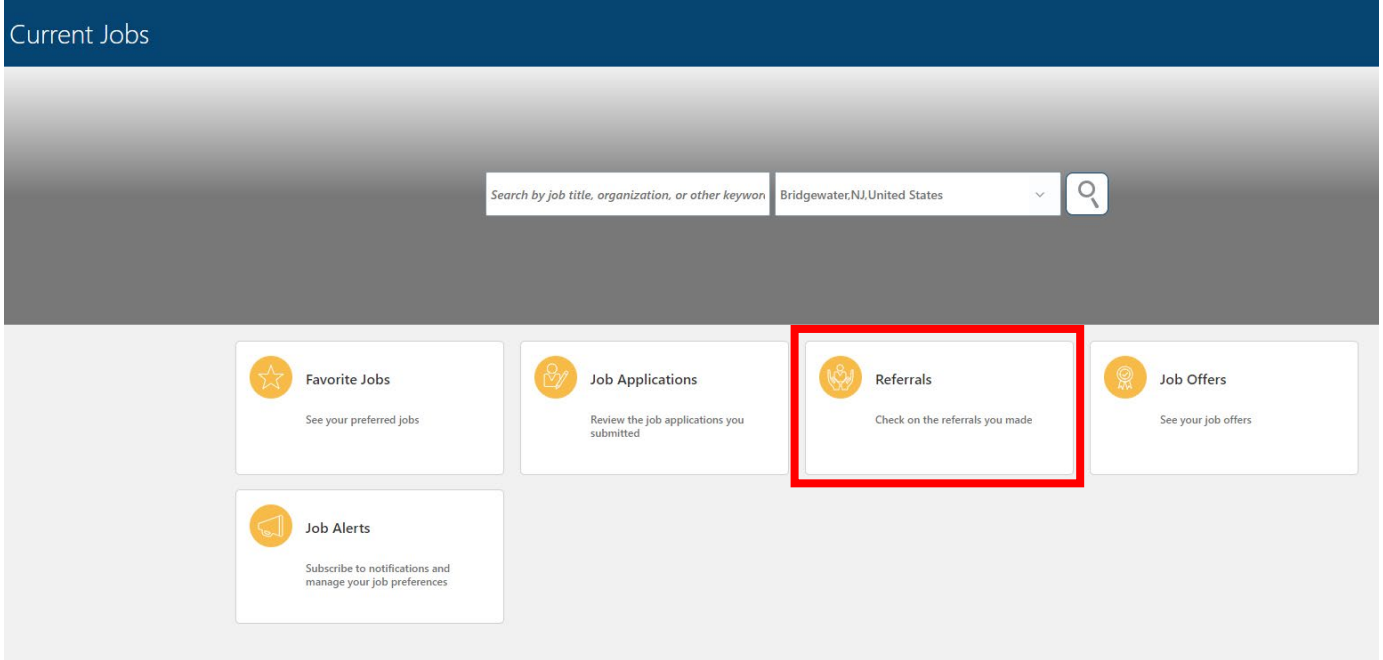
 Drag files here or click to add attachment

**OPTIONAL**, you can attach your referral's resume -> **Submit**

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**End of Procedure**

# View Referrals

Step	Action
1	 <p>The screenshot shows the HR Connect Home page for Joe Bell. The page has a dark blue header with the greeting "Good afternoon, Joe Bell!". Below the header, there are two tabs: "Me" (selected) and "Tools". The main content area is divided into two sections: "QUICK ACTIONS" on the left and "APPS" on the right. The "QUICK ACTIONS" section includes links for Personal Details, Document Records, Contact Info, Family and Emergency Contacts, and My Organization Chart. The "APPS" section features a grid of application tiles: Directory, Journeys, Career and Performance, Personal Information, Benefits, Current Jobs, ADP, Kronos, and COVID-19 Vaccination Attestation Form. The "Current Jobs" tile is highlighted with a red border. A "Show More" link is located at the bottom left of the "APPS" section.</p> <p>From HR Connect <b>Home</b> page -&gt; <b>Me</b> -&gt; <b>Current Jobs</b></p>
2	 <p>The screenshot shows the "Current Jobs" page. At the top, there is a search bar with the placeholder text "Search by job title, organization, or other keywon" and a dropdown menu showing "Bridgewater,NJ,United States". Below the search bar, there are four main tiles: "Favorite Jobs" (See your preferred jobs), "Job Applications" (Review the job applications you submitted), "Referrals" (Check on the referrals you made), and "Job Offers" (See your job offers). The "Referrals" tile is highlighted with a red border. Below these tiles, there is a "Job Alerts" tile with the text "Subscribe to notifications and manage your job preferences".</p> <p>Click on <b>Referrals</b> to view all referrals you made</p>
3	<b>End of Procedure</b>