This Knowledge Builder will outline the steps to refer an **External Individual** to Rochester Regional Health. An External Individual can be referred to a specific job posting, or to the system as a whole. The process should **only** be used for individuals who are not currently employed by Rochester Regional Health.

**From the Career Worklet**

1. Click on the **Career Worklet**.

2. Under **Actions** click on **Refer a Candidate**.

**From the Mobile App**

1a. Click on **Careers**.

2a. Click on **Refer a Candidate**.

**WORKDAY**:

**How to Refer an External Individual**
3. Referral Details – Enter the **First** and **Last** name of the external individual. **Note:** If the Country is not United States of America, change it to the appropriate country.

4. Contact Information – Enter either the **Phone Number** or the **Email Address** for the external individual.

5. Job Details – You can refer an external individual to a specific Job or a Job Area. In this section at least one needs to be entered.

A. Job Details – Jobs: To find a specific job requisition

1. Click on the prompt at the end of the **Jobs** field.
2. Click on any of the given options and continue to follow the prompts until you find the appropriate requisition.

![Job Details]

3. Click on the appropriate requisition.

B. Job details – Job Areas: To attach an external individual to a more general job area

1. Click on the prompt at the end of the **Job Areas** field.

![Job Details]

2. Click on the appropriate Job Area.
6. Relationship Details – Choose how you know this person.

7. Relationship Details – Comments. Enter any business appropriate comments.

8. Referral Social Media Links – You have the ability to enter a link to the external individuals various social media applications. (Not Required)

9. Referral Address – You can enter the address of the individual you are referring. (Not Required)
10. Attach Resume/Cover Letter – If you have this information you can attach it here.

11. Click **Submit**

12. Click **Done**
You can also refer an external individual directly from a specific job posting.

**From the Career Worklet**

1. Click on the Career Worklet.

2. Under Actions click on **Find Jobs**

3. Click on the job requisition in which you want to refer somebody to. Note – you can use the filter options along the left hand side to help consolidate your search.

**From Mobile App**

1a. Click on **Careers**.

2a. Click on **Find Jobs**.

3a. Click on the job requisition in which you want to refer somebody to. Note – you can use the filter options at the top to help consolidate your search.

Registered Nurse | Clifton Springs Nursing Ho...
REQ_81702, Posting Date: 09/05/2018, Clifton Spring...

Licensed Practical Nurse | Clifton Springs Nurs...
REQ_81716, Posting Date: 09/05/2018, Clifton Spring...

Certified Nursing Assistant | Clifton Springs Nu...
REQ_81718, Posting Date: 09/05/2018, Clifton Spring...

Business Analyst
REQ_92278, Posting Date: 09/05/2018, DrugScan
4. Click on **Refer**

Note: You can also share this job via any of the social media outlets listed by clicking on the icon.

**Email:**

5. **Referral Details** – Enter the **First** and **Last** name of the external individual. **Note:** If the Country is not United States of America, change it to the appropriate country.
6. Contact Information – Enter either the **Phone Number** or the **Email Address** for the external individual.

![Contact Information](image)

7. Relationship Details – Choose how you know this person.

![Relationship Details](image)

8. Referral Social Media Links – You have the ability to enter a link to the external individuals various social media applications. (Not Required)

![Referral Social Media Links](image)

9. Referral Address – You can enter the address of the individual you are referring. (Not Required)

![Referral Address](image)
10. Attach Resume/Cover Letter – If you have this information you can attach it here.

11. Click **Submit**

12. Click **Done**