Referral Process through Workday

1. Login to your Workday account. On the search bar, type "Find Jobs."

Q	Find Jobs (×
	Find Jobs Report	

2. **Click** on the **Find Jobs** report. Then, you can filter by typing the position, location, etc. by using the search box. (Example below is filtering by using "SFR.")

GROUP	Q Find Jobs	(
Find Jobs 🚥		
Q SFR		
> Saved Searches		
Current Search) 2 Results	
Current Search Save	2 Results Property Manager JR100115 Posting Date: 01/26/2023 SFR Charlotte	

3. Click on the position that you want to refer someone to. Then, click "**Refer**."

MENU	BALUGE INVESTMENT GROUP	Q find jobs		\otimes			
	View Job Posting Details Property Manager						
	Job Description		Apply	Refer Create Job Alert			
	You are included		Share 👘 🔁 🛇 🚱				
	Bridge believes that our people are our most valuable asset. We are proud to embrace and						
	building, maintaining, and celebrating a diverse, supportive, and inclusive environment that communities, including our commitment to ESG at our properties and corporate locations,	Job Details					
	Make an impact						
	The Property Manager will be responsible for all aspects of field-level property manageme	involving managing occupancy, revenue, leas- rforming the following duties.	Job Requisition ID	JR100115			
	ing, renewals, delinquencies, maintenance, repairs, and the overall resident experience by p		Location	SFR Charlotte			
	 Pull and review daily and weekly reports as assigned, including but not limited to evi upcoming move ins and move outs. 	ctions, delinquencies, renewals, marketing,	Posting Date	02/08/2023 - Today			
	 Complete rent ready and move in inspections on vacant properties as needed to en- tion. Complete light cleaning and report any deficiencies to maintenance manager a total statement of the statement	e homes are in a move in ready condi- field superintendents when needed.	Job Family	Single Family			

4. You will be prompted to fill out information for your referral. Once you have completed the form, click submit. This should connect your profile to your referral, so you're paid the bonus if they're hired after their 90th day of employment. Refer A Candidate From Internal Career

