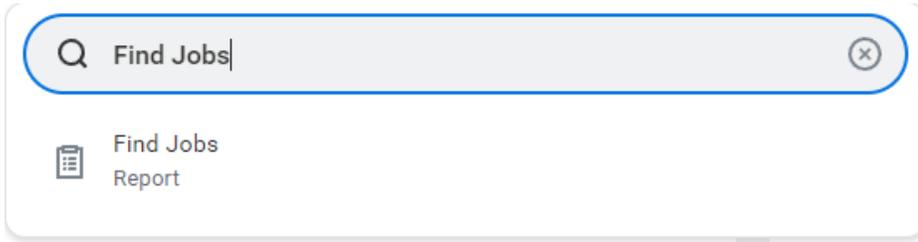
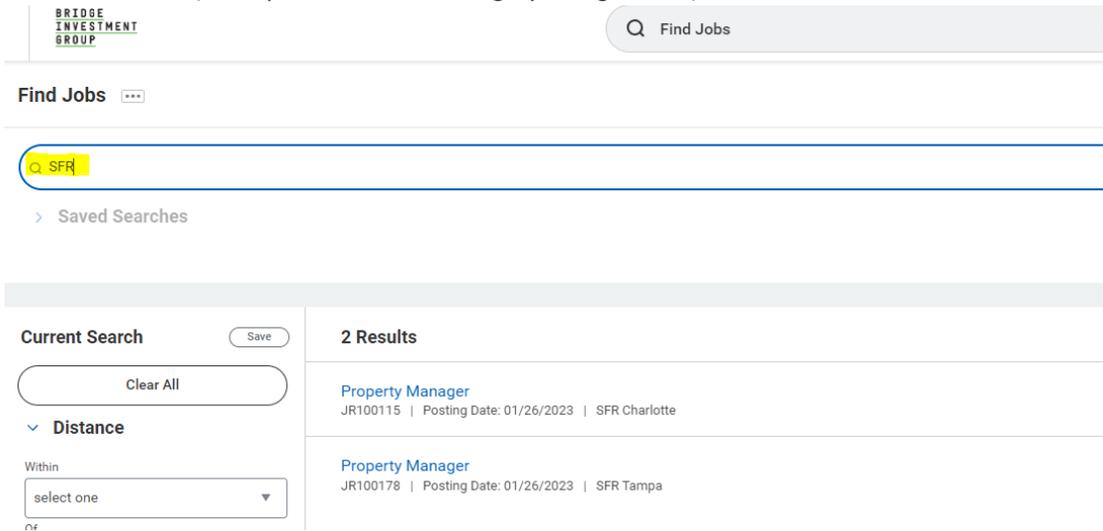


## Referral Process through Workday

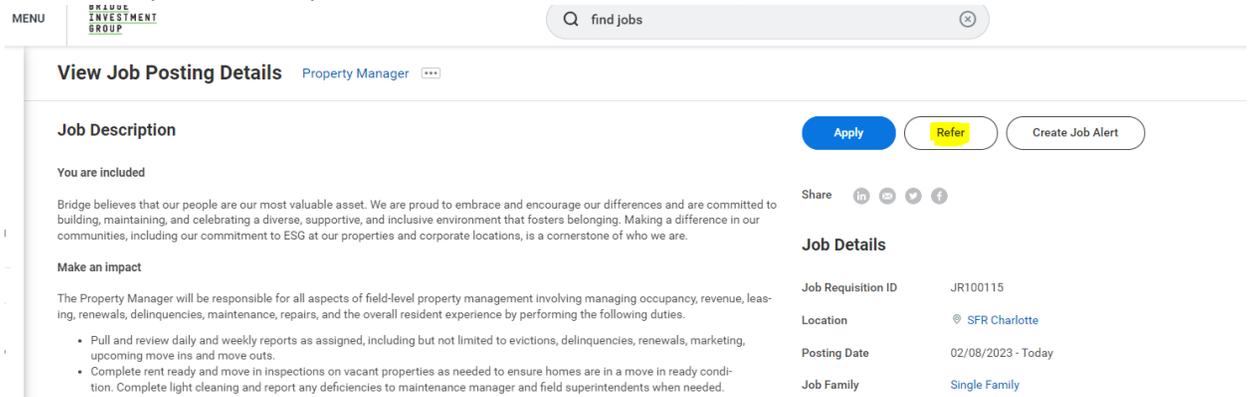
1. Login to your Workday account. On the search bar, type “Find Jobs.”



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.”)



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



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 90<sup>th</sup> day of employment.

Refer A Candidate From Internal Career

Referred by Estefany Aguilar Perez

Job JR100115 Property Manager

#### Referral Details

Please provide details for the person being referred.

Country \*  

#### Name

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

#### Attach Resume/Cover Letter

Resume / Cover Letter

Drop files here

or

Select files