



## Refer Candidate to a Position

Workday allows VUMC employees to refer candidates to various positions for which they are qualified. VUMC employees can do this directly through the system for external candidates for any position that is posted by VUMC. Follow the steps below to initiate a referral in the Jobs Hub.

### From the homepage:

1. Select the **Menu** icon to view the various applications available in Workday.

2. Select **Jobs Hub**.

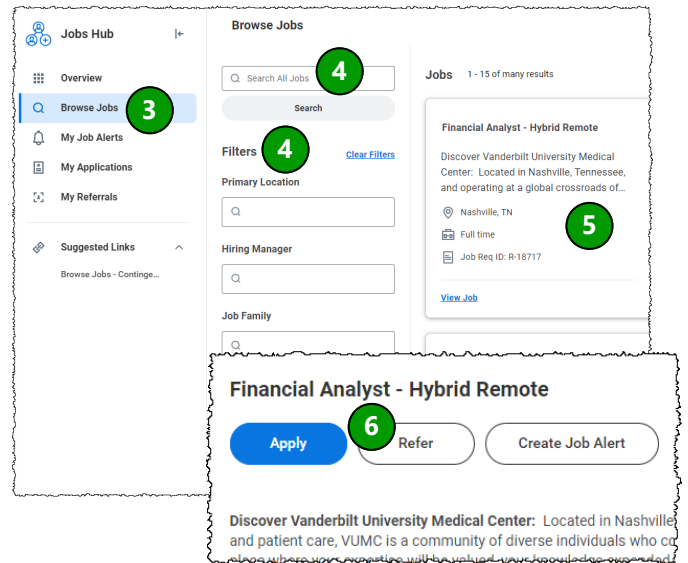
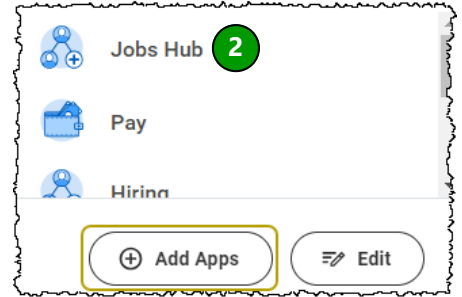
**Note:** If Jobs Hub is not visible, select **+ Add Apps** at the bottom of the menu.

3. Select **Browse Jobs**.

4. You can search for the job function in the **search bar** or use the **filters** to narrow down a search.

5. Select the **position** for which you would like to submit a referral.

6. Review the listing's job description and select **Refer**.



### Referral Details and Contact Information:

1. Under Name, enter the external candidate's information in the **First Name** and **Last Name** fields.

2. Under Contact Information, enter the external contact's required (\*) phone information and/or email address.

3. Under Relationship Details, enter how you know this person.

4. Select **Submit**.



## Refer Candidate to Position

Workday allows VUMC employees to refer candidates to various positions for which they are qualified. VUMC employees can do this directly through the system for external referrals for any position that is posted by VUMC. Follow the steps below to initiate a referral in the Jobs Hub.

### Select Position and Enter Relationship Details:

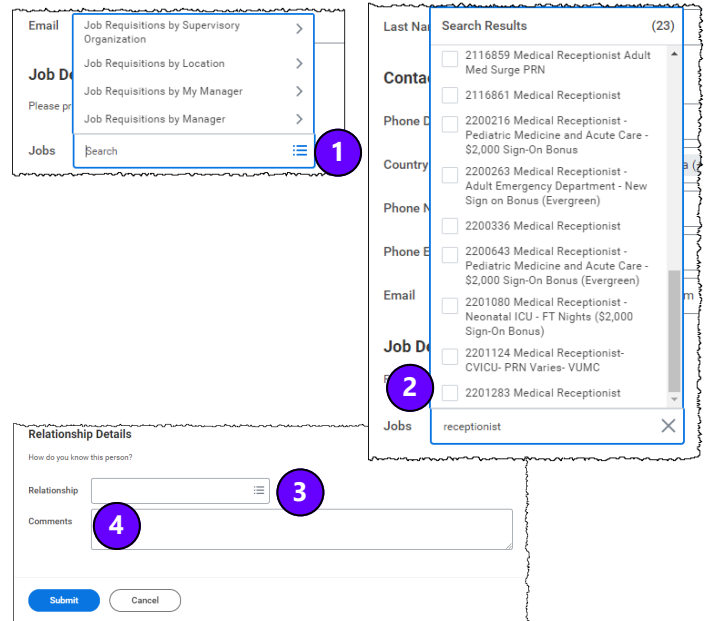
1. In the **Job Details** section, select the **prompt** icon to browse open jobs or enter a job requisition number or keyword to search.

2. Once the desired position has been located, check the **box** next to the **position**.

**Note:** Multiple positions can be marked at simultaneously.

3. In the **Relationship Details** section, select the **Prompt** icon to indicate your relationship to the candidate you are referring to the position(s).

4. Add comments regarding the relationship if necessary.



### Attach Resume/Cover Letter:

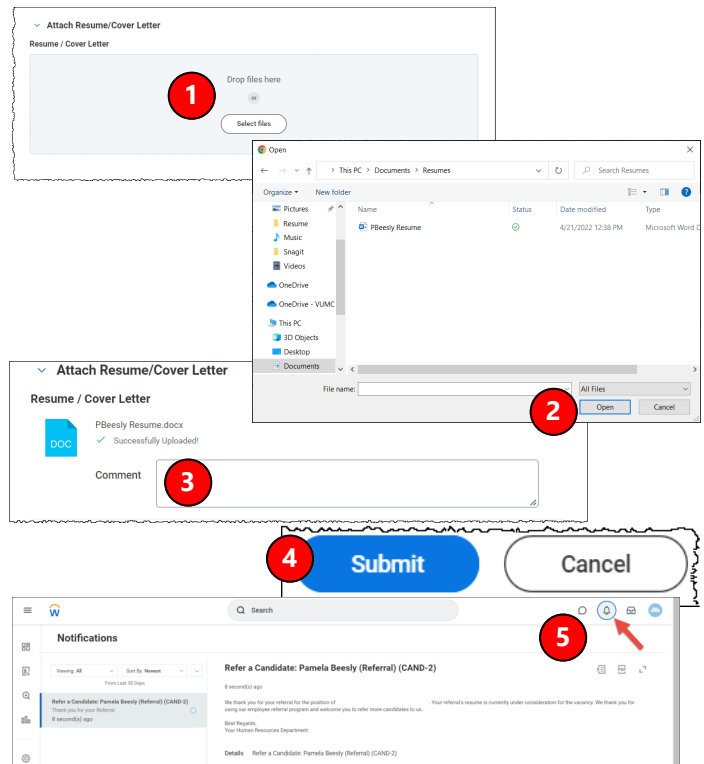
1. If available, you can attach the external candidate's resume or cover letter. If you have a web-based file, you can drop the file into the box, or if you have a computer-based file, you can choose **Select Files**.

2. Find the file that you would like to attach and select **Open**.

3. Add **Comments** about the document if necessary.

4. After entering all desired information about the candidate, select **Submit**.

5. After submitting a referral, you will receive an automated notification from Human Resources confirming successful submission of your referral. You can find this by selecting the **Notifications** icon.



## QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).