

Submit a Referral

From the Careers worklet:

1. Tap **Refer a Candidate**.
2. Select the country your referral lives in.
3. Enter their contact information. You must include an email address or phone number.
4. Select the field-level prompts and enter your referral's details, including your relationship to them and the job or job areas you are referring them for. You must include a job or job area in your referral.
5. Enter your referral's social network details as needed.
6. Tap the camera icon and upload any relevant documentation, including your referral's cover letter and resume.



Note: You can import documents from iCloud and Google Drive. You can also take a photo or choose one from your mobile device's photo library.

7. Enter any relevant comments and tap **Submit**.

View a Referral

From the Careers worklet:

1. Tap **My Referrals**.
2. Select your referral. View your comments and the referral submit date. You can also check the referral status on your desktop browser.

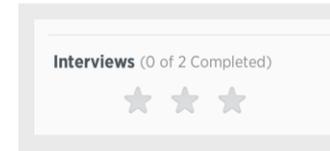
Rate Interview



Note: You must be scheduled to interview the candidate in order to rate them. Check with your recruiter or hiring manager for more detail.

From your Inbox:

1. Tap the **Interview: (Candidate's Name)** task.
2. Tap **Interview Candidate**. Here, you can view the candidate's contact information, the recruiter, and how many interviews have been completed.
3. If an interview rating has been completed, view the interview team's rating and feedback by tapping the three stars.



4. Tap **Close** when you are finished.
5. To Rate an interview, tap the **Rate Interview** button.
6. Select the Rating **prompt** and tap the rating of your choice. These may vary per your organization's policies. 1 – Do Not Recommend, 2 – Recommend with Reservations, and 3 – Highly Recommend.
7. Add any additional comments.
8. Tap **Save for Later** or **Submit**. The next steps in the process display. If there are more interviews, it will indicate who still needs to enter an interview rating.