



Submitting a referral in Genesis

Step-by-step job aid

May 2023

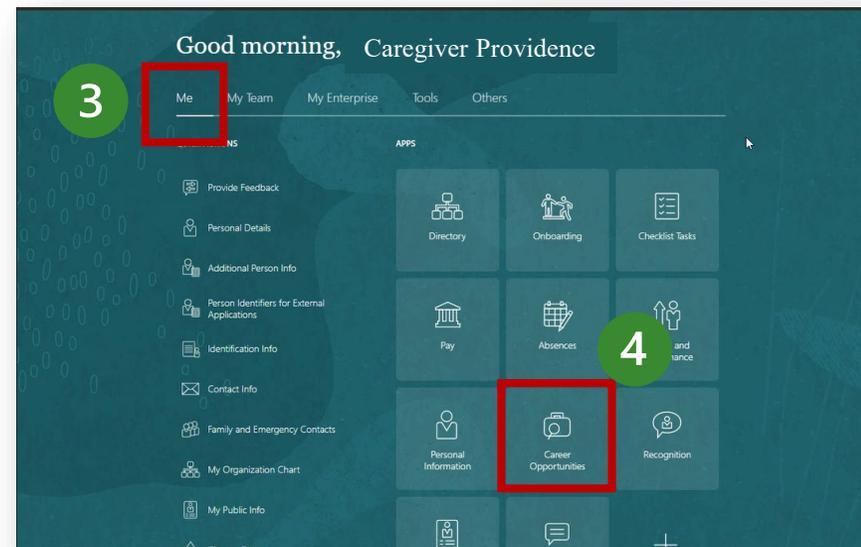
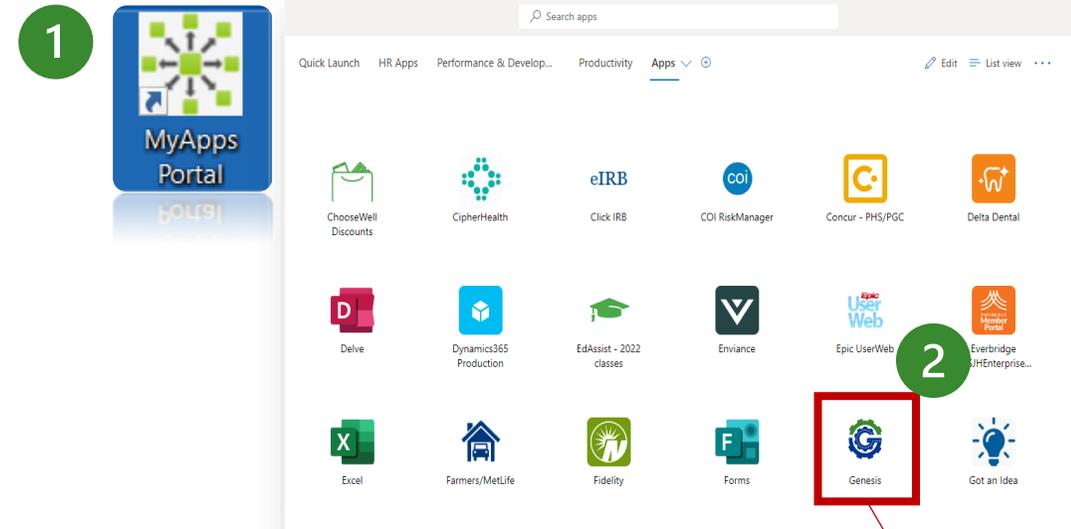
Navigate to your Genesis Dashboard

Step 1: Select *MyApps Portal* from your desktop.

Step 2: Select the **Genesis** app. The Genesis Dashboard will display.

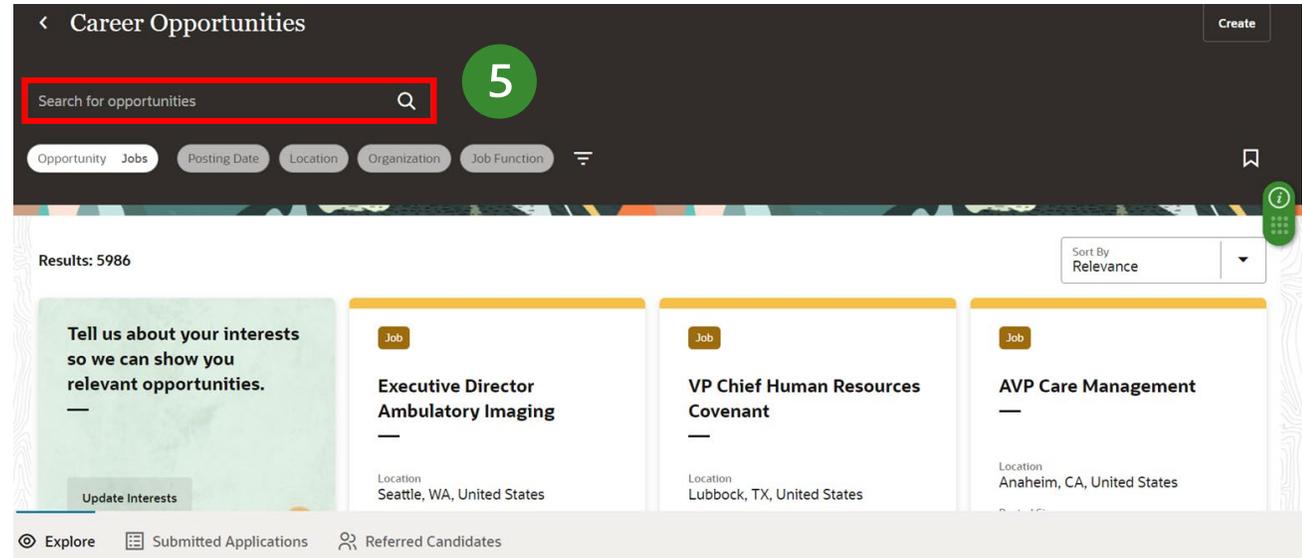
Step 3: From the Genesis dashboard, select the **ME** tab.

Step 4: From the Genesis dashboard, select the **Career Opportunities** tile.

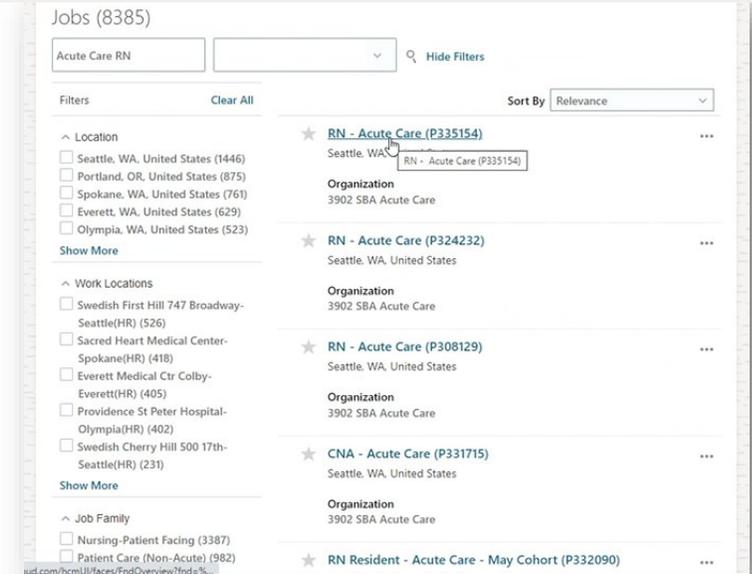


Search for a Job

Step 5: Enter keyword, job title and/or location. Click the search icon.



Search results will display.



Select job and send job information

Step 6: Select the job on which you want to make a referral.

Step 7: Click on the **Actions** drop-down list and select the type of referral you are making: Refer a Friend (external) or Refer a Caregiver (internal)*referrals for internal Caregivers does not qualify for a referral bonus.

Step 8: Enter an email address for the candidate referral and select **Continue**.

The image illustrates the process of selecting a job and sending job information through the Oracle career portal. It consists of three overlapping screenshots:

- Top Screenshot (Step 6):** Shows the 'Career Opportunities' page with a search for 'acute care rn'. A red box highlights one of the job listings for 'Acute Care RN'.
- Middle Screenshot (Step 7):** Shows the job details for 'RN - Acute Care' (P335154). A red box highlights the 'Actions' dropdown menu, which includes options like 'Share the Job', 'Copy the Link', 'Refer a Friend', and 'Refer a Caregiver'.
- Bottom Screenshot (Step 8):** Shows the 'Refer a Friend' form. A red box highlights the 'Email Address' field, which contains the text 'brycepjhuat100@yoop', and the 'Continue' button.

Enter Contact Information

Step 9: Enter the contact information for the person you are referring. (If you do not enter a preferred First Name, their last name will be the only thing that shows up on your referral dashboard.)

2 Referral Contact Information

Email
bsronburgundy@yopmail.com

*First Name

Middle Name

*Last Name

Preferred First Name

Title

Mobile Phone

Message
I have submitted your name for the job Patient Services Specialist. You are invited to check it out and apply.

I also want to provide an endorsement

[Continue](#)

Enter personal message and endorsement (optional)

A generic message will display notifying the candidate that you have referred them for a job.

- A. To enter a personal message, delete the generic message and type your message in the **Message** field.
- B. If you would like to provide an endorsement, click the “*I also want to provide an endorsement box.*”
- C. An **Endorsement** field will display for you to provide a personal recommendation and a **Rating**. *Endorsements are not visible to the person being referred.*

ORACLE

Refer a Friend

RN - Acute Care (P335154)

Submit Cancel

1 Candidate Email Edit

2 Referral Contact Information

Email
brycepsjhuat100@yopmail.com

Message
I have submitted your name for the job RN - Acute Care. You are invited to check it out and apply.

A

B I also want to provide an endorsement

Continue

3 Resubmit I also want to provide an endorsement

Endorsement
Tell the hiring team why this candidate is a good fit for the job.

C

Rating
★★★★★

10 Continue

Step 10: Click **Continue** (required).

Attach a resume (optional)

To submit a resume, expand the **Resume** section and add the resume as an attachment.

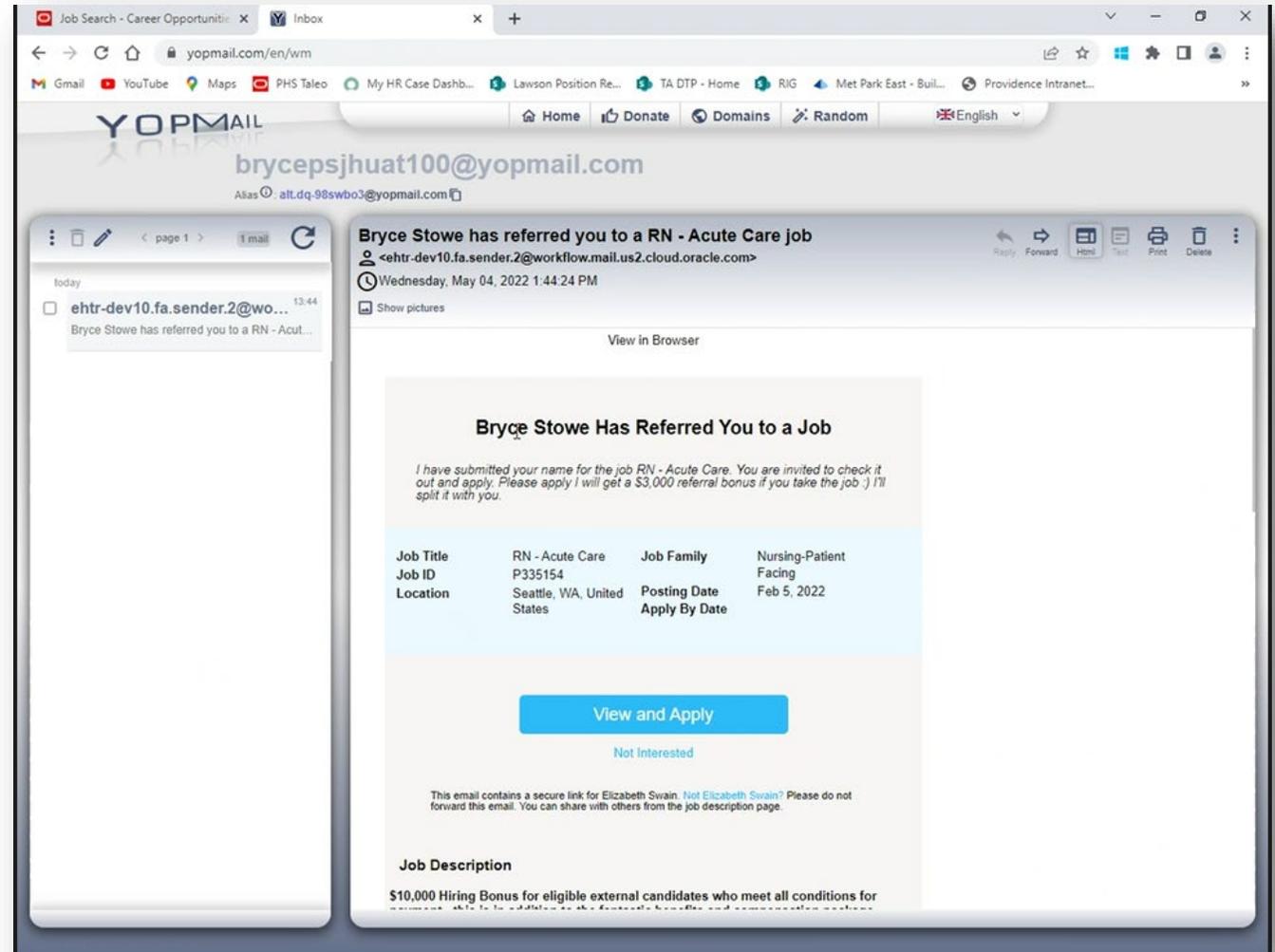
Step 11: Be sure to click the "Submit" button for the referral to be sent.

The screenshot shows the Oracle 'Refer a Friend' interface for the job 'RN - Acute Care (P335154)'. At the top, a yellow box highlights the 'Submit' button with the text 'Then click "Submit".'. A green circle with the number '11' is positioned to the right of the 'Referral Contact Information' section. The 'Resume' section is expanded, showing a dashed box with a paperclip icon and the text 'Drag files here or click to add attachment'. A red arrow points from the 'Resume' section header to this dashed box.

Referral notifications

The person you referred will receive an email that looks like this. They can choose the View and Apply button or click the Not Interested link

***Note:** For the referral to show up in the system, they will need to click on View and Apply from the email they receive.





Check Referral Status

Step-by-step job aid

June 2022

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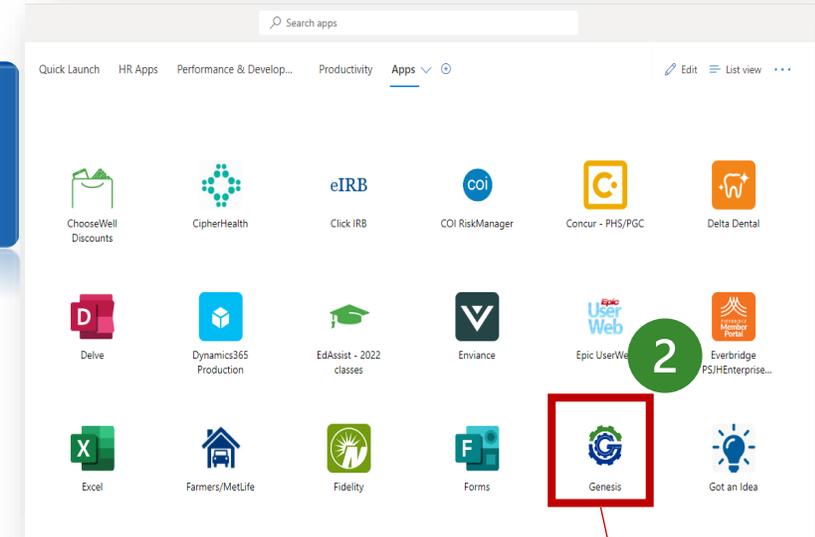
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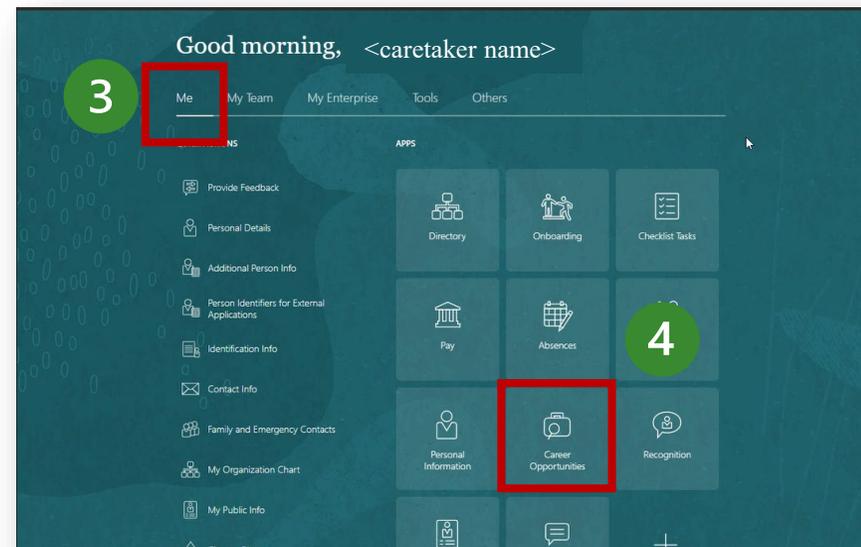
Step 4: From the Genesis dashboard, select the **Career Opportunities** tile.

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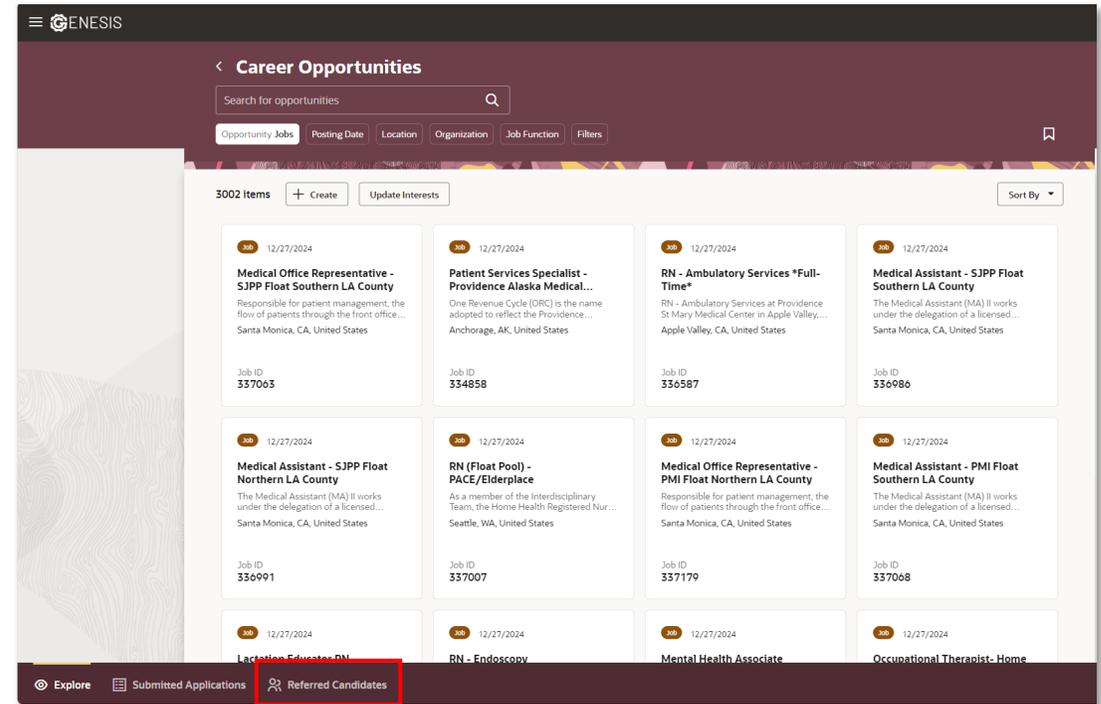
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Check Referral Status

Step 4: Click on Referred Candidates

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Step 5: You can check on the status of the referrals you have made by going into the Referrals section located in the Career Opportunities tile on your Genesis Dashboard.

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