



Submitting a referral in Genesis

Step-by-step job aid

May 2023

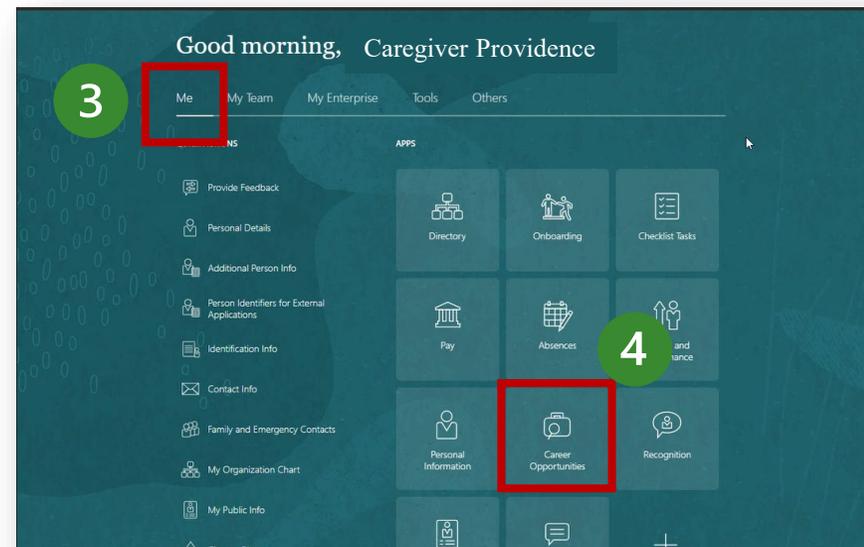
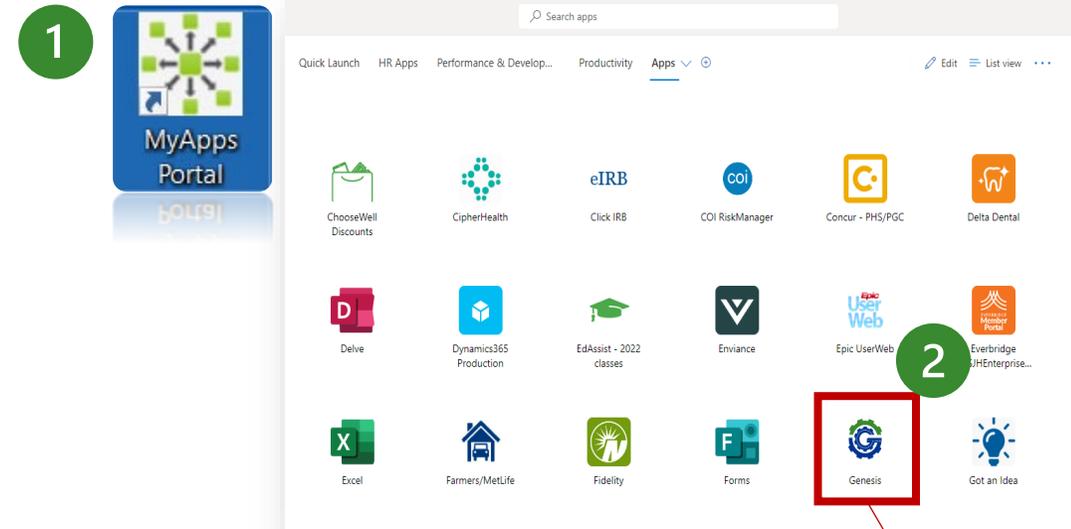
Navigate to your Genesis Dashboard

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

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

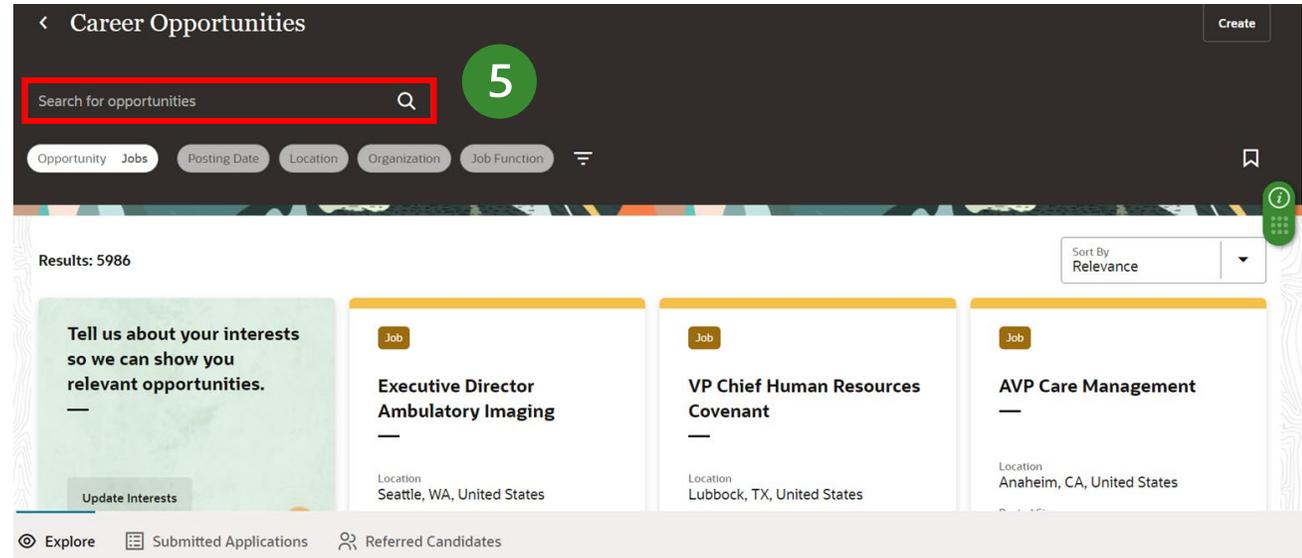
Step 3: From the Genesis dashboard, select the **ME** tab.

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

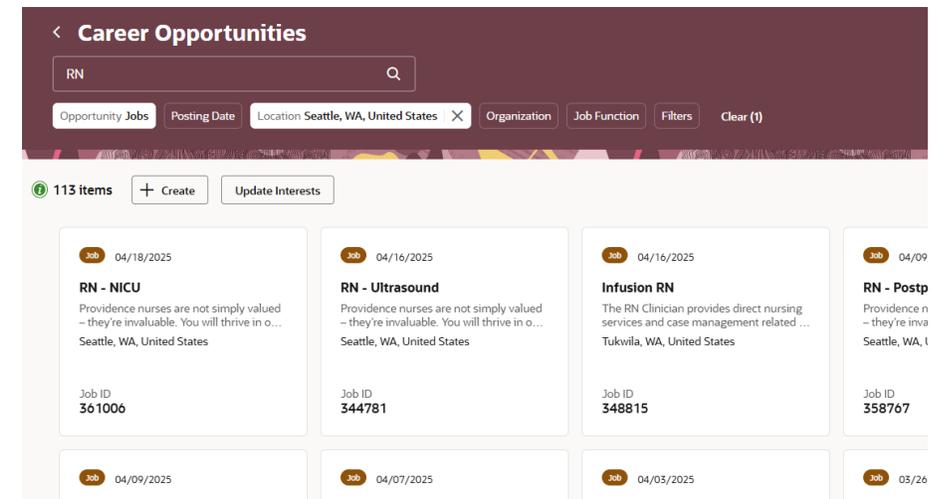


Search for a Job

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 and select **Continue**.

The image illustrates the process of selecting a job and sending job information through three sequential screenshots of a job portal interface.

Step 6: The first screenshot shows the "Career Opportunities" page with a search bar containing "acute care rn". A red box highlights a job listing for "Acute Care RN", and a green circle with the number "6" is placed over it.

Step 7: The second screenshot 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". A green circle with the number "7" is placed over the "Refer a Friend" option.

Step 8: The third screenshot shows a "Refer a Friend" modal form. A red box highlights the "Email" input field, and a green circle with the number "8" is placed over it.

Enter Contact Information

Step 9: Enter the contact information for the person you are referring. First and Last Name are required.

OPTIONAL: To submit a resume, drag and drop your attachment.

Refer a Friend

RN - Postpartum - 356367

Candidate details

Title <input type="text"/>	First Name <input type="text"/>	
	Required	
Middle Name <input type="text"/>	Last Name <input type="text"/>	
	Required	
Candidate Preferred Language <input type="text"/>		
Country <input type="text"/>	Area Code <input type="text"/>	Phone Number <input type="text"/>

Attachments

Attach a resume and other related documents

Drag and Drop

Select or drop files here.

Enter endorsement and/or private message (optional)

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

- A. An **Endorsement** field will display for you to provide a personal recommendation and a **Rating**. *Endorsements are not visible to the person being referred.*
- B. To enter a private message, delete the generic message and type your message in the **Message** field.

Step 10: Click **Submit** in the top right corner to send your candidate the referral link to apply (required).

The screenshot shows a form titled "Refer a Friend" for a job listing "RN - Postpartum - 356367". It features two main sections:

- Section A:** "Provide an endorsement" with a large text input field.
- Section B:** "Add a private message for the candidate." with a text input field containing the message: "Hi, I referred you for the RN - Postpartum job. You're invited to check it out and apply."

Between the sections is a "Select a rating" section with five empty star icons.

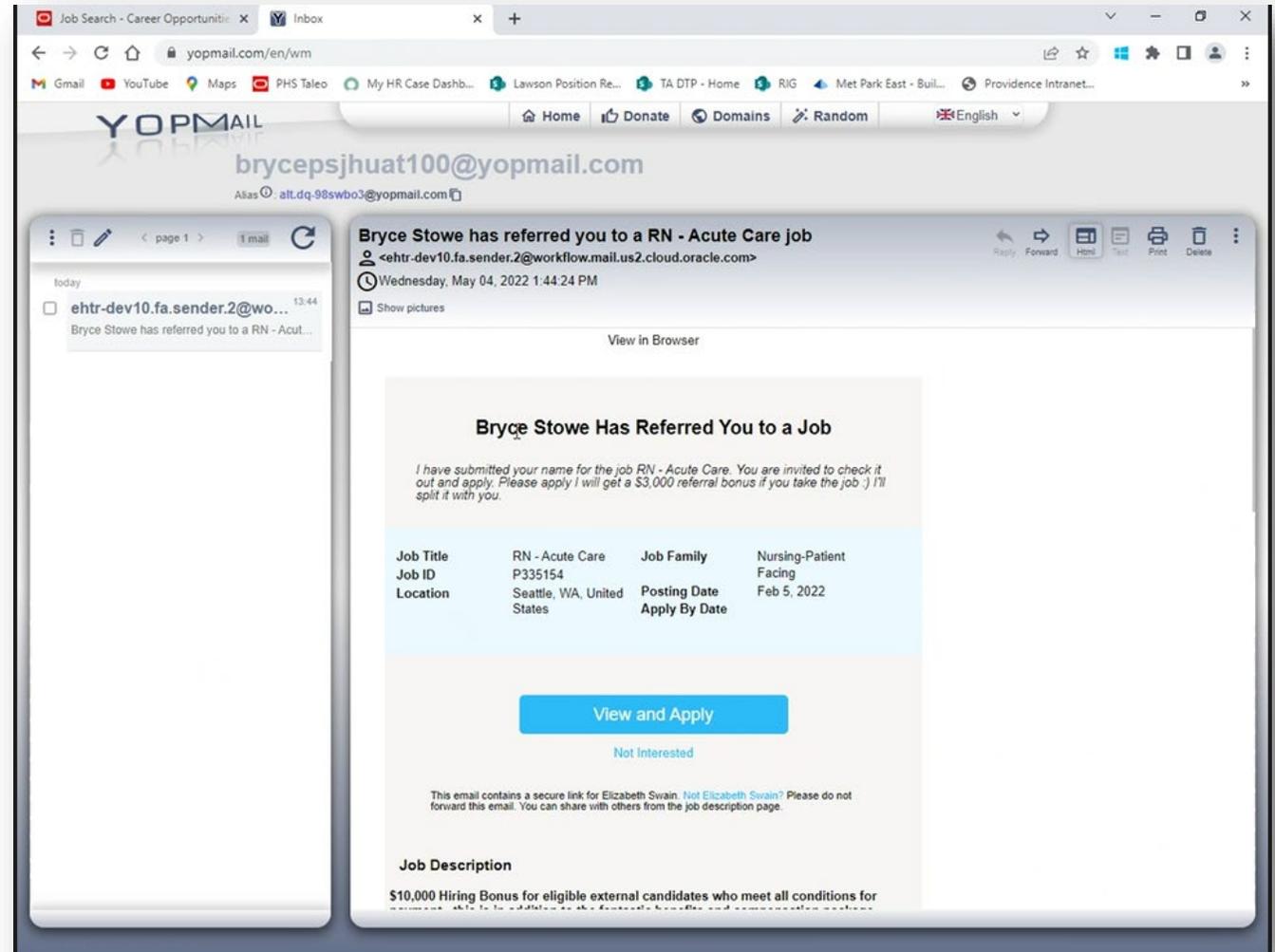
This close-up shows the bottom right corner of the form, highlighting the "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red box.

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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

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June 2022

Check Referral Status

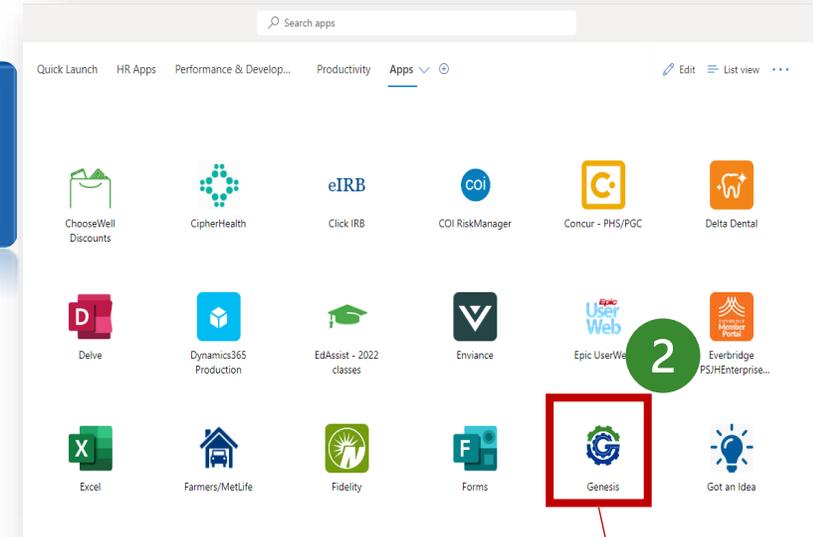
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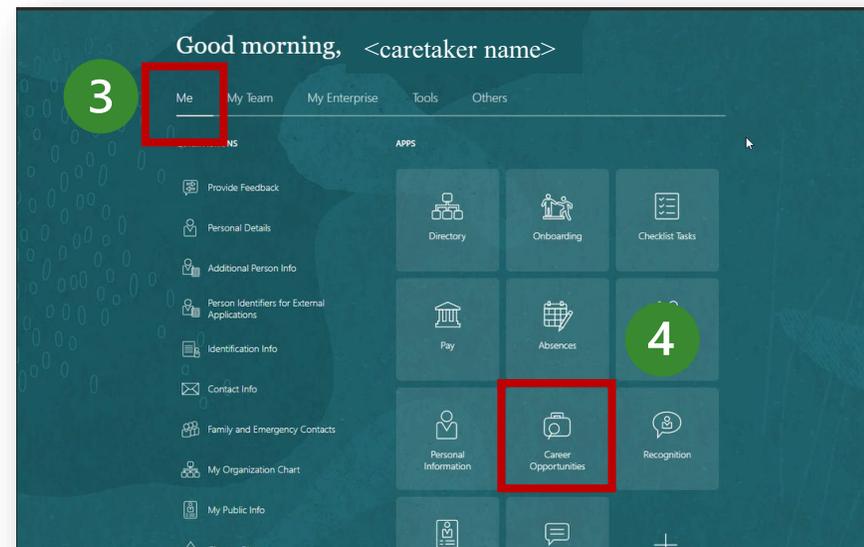
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Check Referral Status

Step 5: Click on Referred Candidates

Once you click on referred candidates you will be able to see a list of all the candidates you have referred and their current status.

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