

# 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.



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# Search for a Job

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

Search results will display.



on Seattle, WA, United States X Organization	Job Function Filters Clear (1)	
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04/16/2025	04/16/2025	Job 04/
RN - Ultrasound	Infusion RN	RN - Post
Providence nurses are not simply valued	The RN Clinician provides direct nursing	Providence
Seattle, WA, United States	Tukwila, WA, United States	Seattle, WA
Job ID	Job ID	Job ID
	erests 20 04/16/2025 RN - Ultrasound Providence nurses are not simply valued - they're invaluable / You will thrive in o Seattle, WA, United States Job ID ZA4791	erests

#### **Providence**

# 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: <u>Refer a Friend (external) or Refer</u> <u>a Caregiver (internal)\*referrals for internal</u> Caregivers does not qualify for a referral bonus.

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



# **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.

Title		•	First N	lame		
						Require
Middle Name			Last N	lame		
						Require
Candidate Preferred Lan	guage	•				
Country	•	Area Code			Phone Number	
ttachments						

# 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).

#### # Providence

Provide an endorsement
Select a rating 사사사사
Add a private message for the candidate.
Hi, I referred you for the RN - Postpartum job. You're invited to check it out and apply.



# **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.



#### **Providence**



# Check Referral Status

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## **Check Referral Status**

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.



## **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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	Medical Office Representative - SJPP Float Southern LA County	Patient Services Specialist - Providence Alaska Medical	RN - Ambulatory Services *Full- Time*	Medical Assistant - SJPP Float Southern LA County	
	Responsible for patient management, the flow of patients through the front office	One Revenue Cycle (ORC) is the name adopted to reflect the Providence	RN - Ambulatory Services at Providence St Mary Medical Center in Apple Valley	The Medical Assistant (MA) II works under the delegation of a licensed	
	Santa Monica, CA, United States	Anchorage, AK, United States	Apple Valley, CA, United States	Santa Monica, CA, United States	
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	12/27/2024	12/27/2024	12/27/2024	12/27/2024	
	Medical Assistant - SJPP Float Northern LA County	RN (Float Pool) - PACE/Elderplace	Medical Office Representative - PMI Float Northern LA County	Medical Assistant - PMI Float Southern LA County	
	The Medical Assistant (MA) II works under the delegation of a licensed	As a member of the Interdisciplinary Team, the Home Health Registered Nur	Responsible for patient management, the flow of patients through the front office	The Medical Assistant (MA) II works under the delegation of a licensed	
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Candidates	5				
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#### **Providence**

5