Submitting a referral in Genesis

Step-by-step job aid

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.
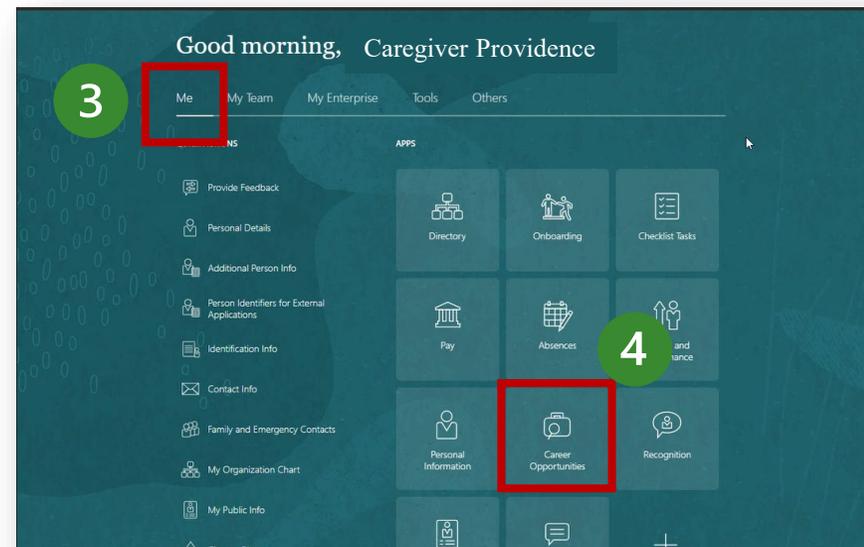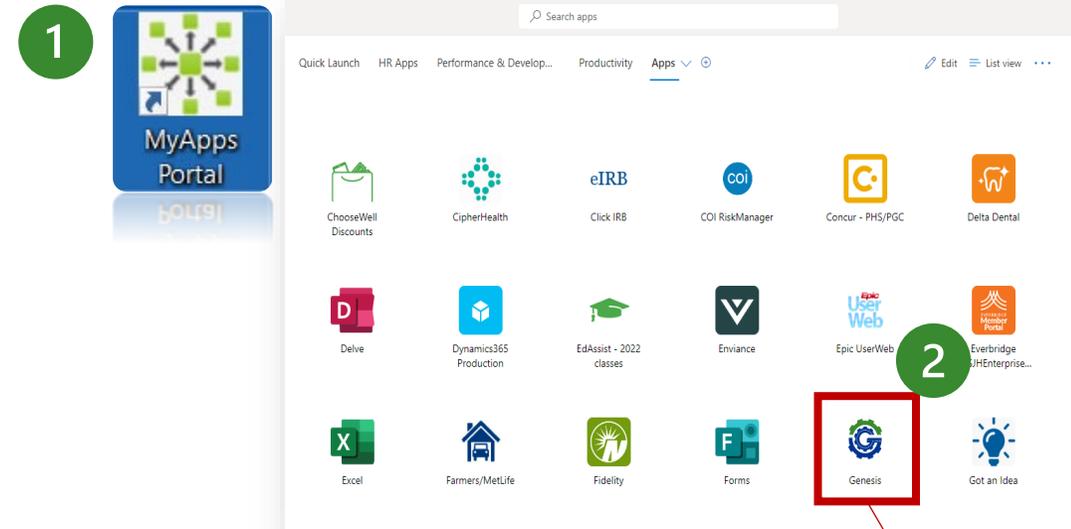
Search for a Job

Step 5: Enter keyword, job title and/or location. Click the search icon.
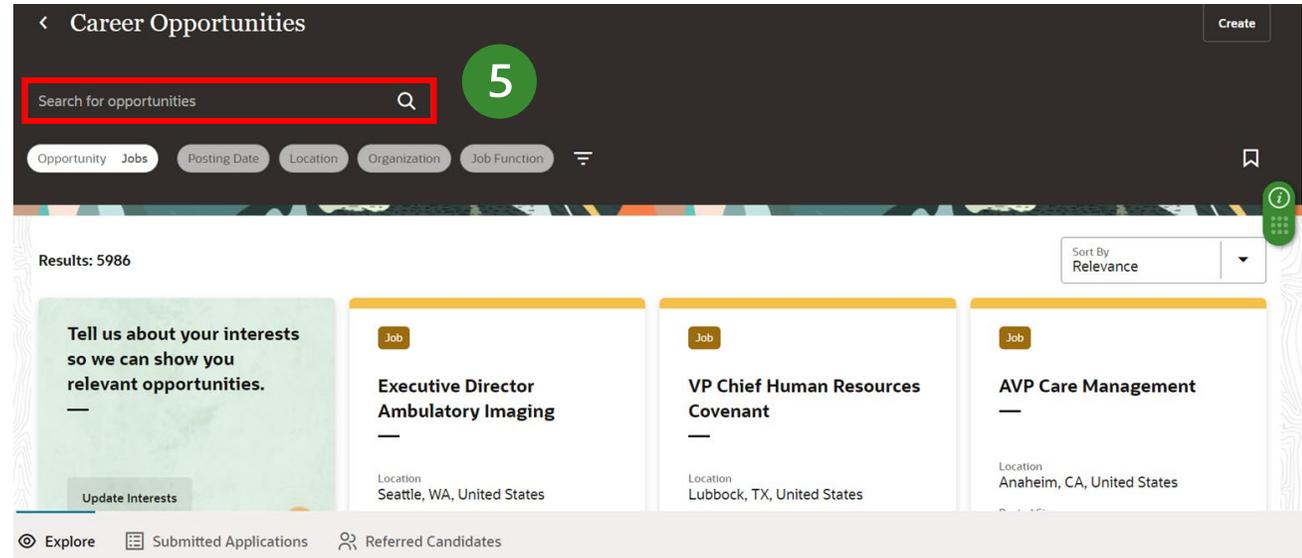
Search results will display.
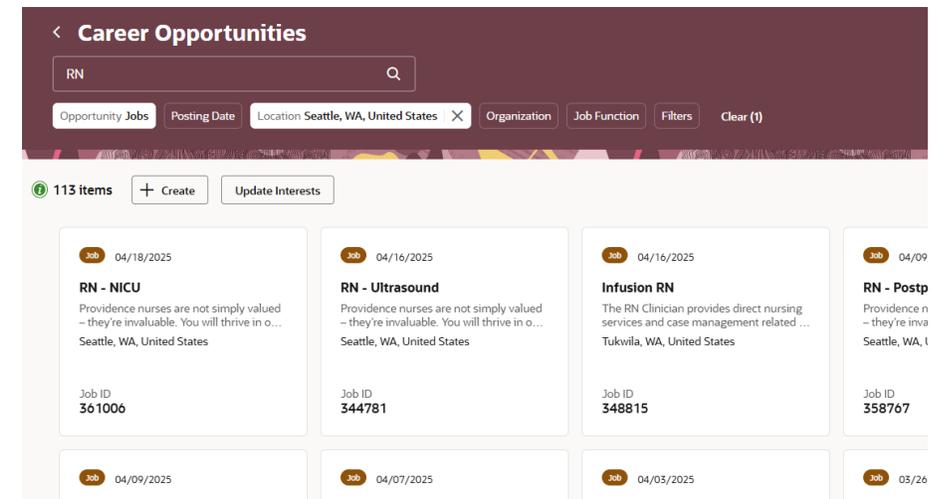
Select job and send job information

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**.

Providence

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 ▼ | First Name |
| | Required |

| Middle Name | Last Name |
| | Required |

Candidate Preferred Language ▼

| Country ▼ | Area Code | Phone Number |

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).

(A)

Provide an endorsement

Select a rating
☆☆☆☆☆

(B)

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.

(10)

Refer a Friend
RN - Postpartum - 356367

Cancel   Submit

Providence

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.
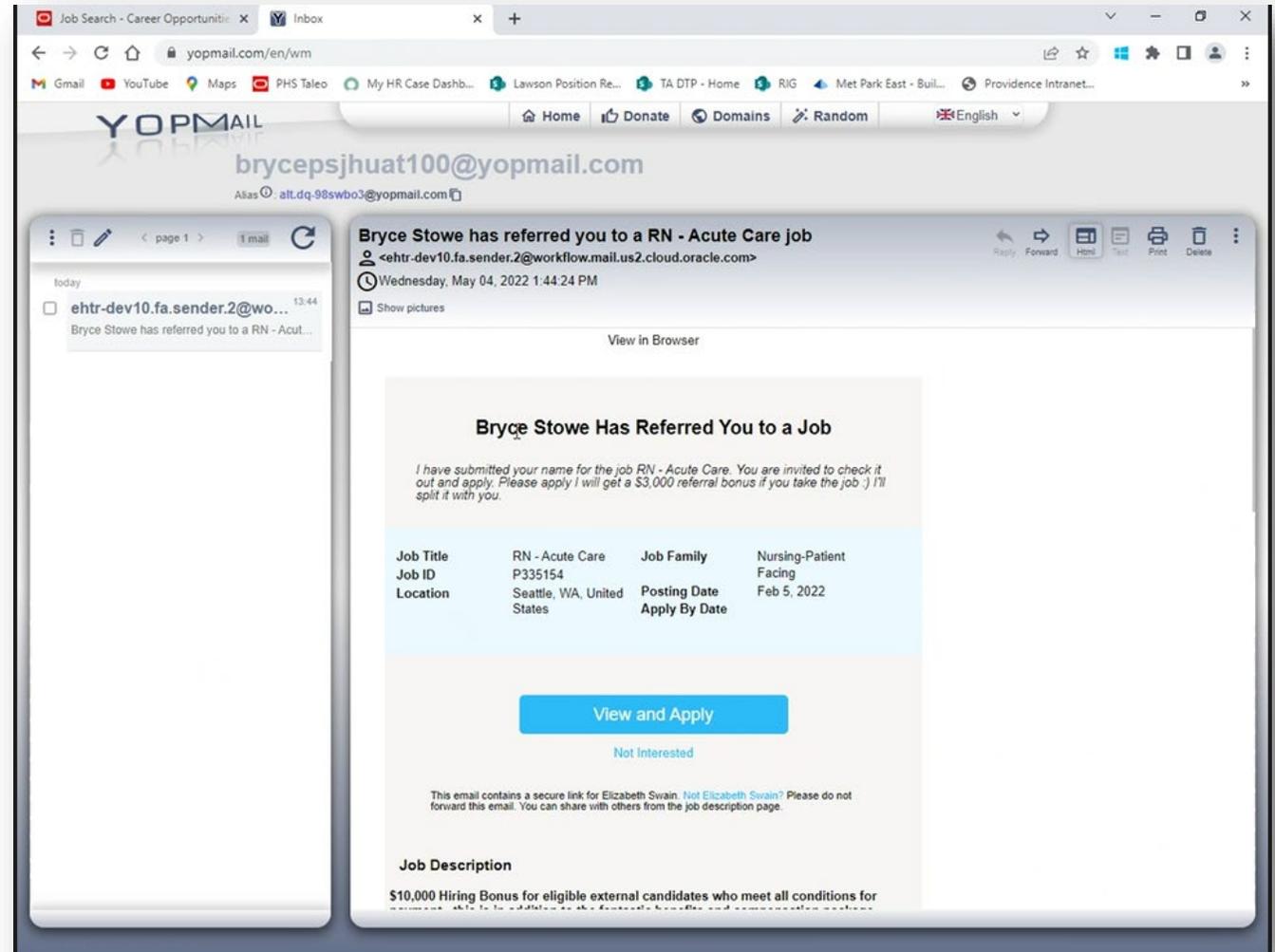
Check Referral Status

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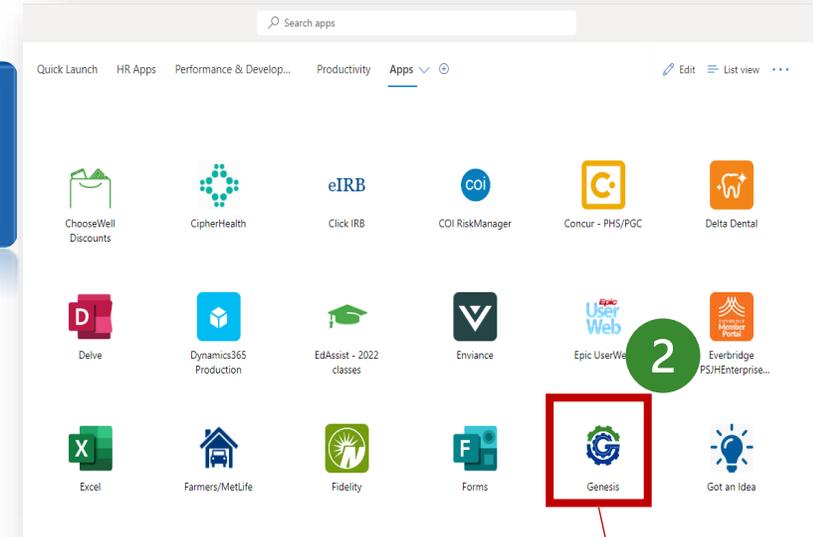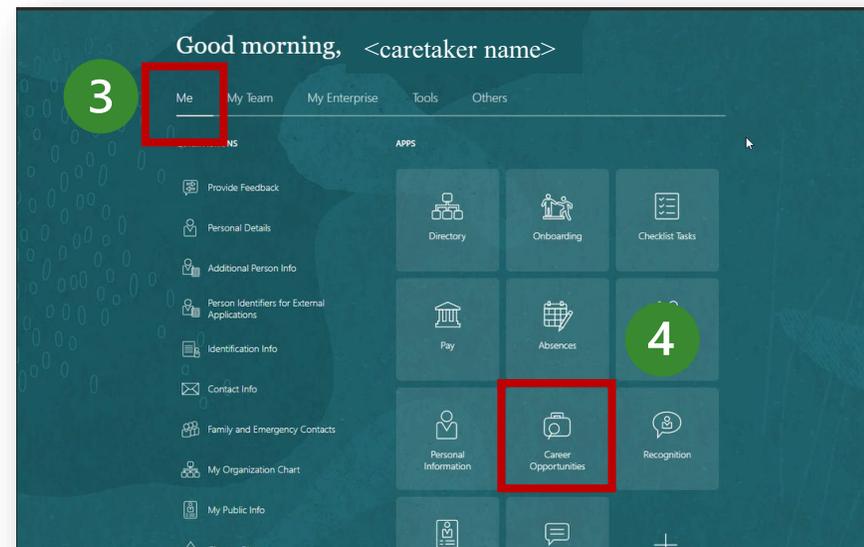
Check Referral Status

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.