

Employee Referral Program

Referring is as easy as 1-2-3!

Once you identify a referral, you'll just need their email address to send them a Jobvite!

Step 1: Access [Jobvite](#) via  Chrome browser

- 1st Time Registration: Check your work email inbox for a Jobvite invitation
- Select Single Sign On and use your work email

Jobvite

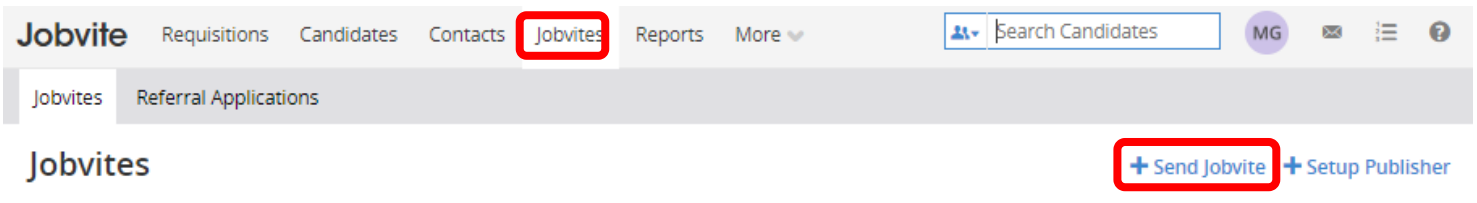
Sign in

Password

[Forgot password?](#)

[Looking for Single Sign On \(SSO\)?](#)

Step 2: Send a Jobvite



The screenshot shows the Jobvite dashboard. The top navigation bar includes links for Requisitions, Candidates, Contacts, **Jobvites** (highlighted with a red box), Reports, and More. Below this, there are tabs for Jobvites and Referral Applications. On the right side of the dashboard, there are two buttons: **+ Send Jobvite** (highlighted with a red box) and **+ Setup Publisher**.

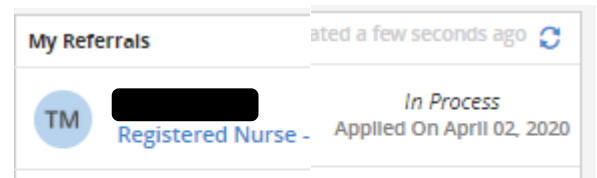
- Click on Jobvite in the top banner and then select "Send Jobvite"
- Select the job(s) you want to share and click "Next Step" at the top of the page
- Click on "Email" tab and fill in the email field
- Select "Preview & Send Jobvite" and finish by pressing "Send Jobvite"

Step 3: Monitor "My Referrals" on your Jobvite Dashboard



The screenshot shows the Jobvite dashboard navigation bar. The **Jobvite** link is highlighted with a red box. Other links include Requisitions, Candidates, Contacts, Jobvites, Reports, and More.

- Access your dashboard by clicking on "Jobvite"
- Find "My Referral" widget to view status of your referrals.
- Referral bonus paid out if referral is hired (see policy for payout schedule)



The screenshot shows the "My Referrals" widget. It displays a table with columns for status and date. The first row shows a referral with a status of "In Process" and a date of "Applied On April 02, 2020". The widget is updated "a few seconds ago".

My Referrals		ated a few seconds ago
TM	Registered Nurse -	In Process Applied On April 02, 2020