



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

[Forgot password?](#)

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

Step 2: Send a Jobvite

A screenshot of the Jobvite software interface. The top navigation bar includes tabs for "Jobvite", "Requisitions", "Candidates", "Contacts", "Jobvites" (which is highlighted with a red box), "Reports", and "More". Below the navigation bar, there are two buttons: "Jobvites" and "Referral Applications". The main content area is titled "Jobvites" and features a "Send Jobvite" button with a red box around it.

- 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

A screenshot of the Jobvite software interface showing the "My Referrals" dashboard. The top navigation bar is identical to the previous screenshot. The main content area is titled "My Referrals" and displays a list of referrals. One referral is shown in detail: "TM" (Profile Picture), "In Process" (Status), "Registered Nurse" (Job Title), and "Applied On April 02, 2020" (Applied Date). A red box highlights the "Jobvite" tab in the top navigation bar.