People and Money system
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Employee Guide: How to Refer A Candidate for A Job
Employee
Estimated time to complete: 3 minutes

In Brief...

This is a simple overview of the process.

1. From the Home page, click the Navigator menu on the top left icon.

2. Expand the My Client Groups section and click Hiring.

3. Then click search icon to view the list of job adverts.

4. Select and view the job advert.

5. To refer an internal candidate, click Action and select Refer an Employee.

6. In Refer an Employee page, find and select the employee name. Then, click Continue.

7. Fill in the Referral Info section. Then click Submit. The internal candidate will receive an invitation to apply notification/email.

8. To refer an external candidate, view the job advert. Click Action then select Refer a Candidate.

9. In Refer a Candidate page, enter the email address. Then click Continue.
9. In Resume area, use the “Drag files here or click to add attachment” hyperlink to upload the CV if available.

10. Fill in the referral information then click **Continue**.

11. The external candidate will receive an invitation to apply notification/email.

For detailed guidance, see the next section.

**View Job Advert**

1. From the Home page, click the **Navigator** menu on the top left icon.
2. Expand the **Me** section and click **Current Jobs**.
3. Set the Search Filters to view the list of Job Adverts.

4. Select and view the Job Advert.
Refer Internal Candidate

1. Click **Action** and select **Refer an Employee**.

2. In **Refer an Employee** page, search for and select the employee name.

Begin typing the employee’s name into the **Employee Name** field then select the correct employee from the dropdown list which appears
3. Click **Continue**.

![Refer an Employee form](image1.png)

4. Fill in the **Referral Info** section then click **Submit**.

![Refer an Employee form](image2.png)

5. The internal candidate will receive an invitation to apply notification/email.

Refer External Candidate
1. Click **Action** then select **Refer a Candidate**.

![Refer a Candidate page](image1)

2. In **Refer a Candidate** page, enter the candidate’s email address and click **Continue**.

![Refer a Candidate page](image2)

3. In **Referral Info** area, enter details required:

   a. **Last Name** – this is a mandatory field.

   b. **First Name** – this is a mandatory field.

   c. **Title** is a dropdown option – Select as appropriate. This is a mandatory field

   d. **Middle Name** – as appropriate.

   e. **Mobile Phone** – as appropriate.

   f. **Candidate Preferred Language** is a dropdown option – Select as appropriate.
g. **Message to Candidate** – any information added will be sent in the referral email.

h. Click **Continue**.

4. Use the “**Drag files here or click to add attachment**” hyperlink to upload the CV if available then click **Submit**.

The external candidate will receive an invitation to apply via email.

**Glossary**

Please refer to the Glossary