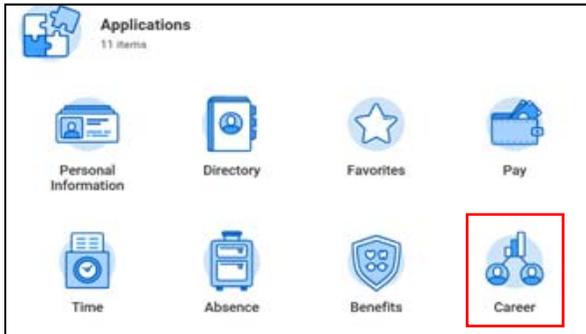


Refer Employee

Williams employees are able to refer coworkers or non-Williams employees for open positions.

1. To get started, navigate to the **Career** application on the Workday homepage.



2. In the **Actions** column, select **Refer a Candidate**.



3. The **Country** defaults. Fill in the **First Name** and **Last Name** of the referred candidate.

The screenshot shows the 'Referral Details' form. It includes a dropdown menu for 'Country' with 'United States of America' selected. Below are two text input fields for 'First Name' and 'Last Name', both marked with a red asterisk to indicate they are required.

4. Enter **Contact Information** for the candidate. You must *at least* provide the email address.

The screenshot shows the 'Contact Information' form. It includes input fields for 'Country Phone Code', 'Phone Number', and 'Phone Extension'. The 'Email' field is marked with a red asterisk, indicating it is a required field.

5. Enter the **Job** you are referring the candidate for from the dropdown menu.

The screenshot shows the 'Job Details' form. It includes a dropdown menu for 'Jobs' with 'R0000235 Executive Assistant' selected.

6. Enter your **Relationship** to this candidate from the dropdown menu and provide any additional relevant information in the **Comments** field.

The screenshot shows a 'Job Detail' form. On the left, there is a 'Relationship' dropdown menu with the following options: Former Co-Worker, Former Employee, Friend, and Professional Network. Below the dropdown is a search bar. To the right of the dropdown is a 'Comments' text area containing the text: 'Strong working relationship with Sara at former organization.'

7. Attach the candidate's **Resume/Cover Letter** by dragging and dropping into the Resume field, or by uploading from your files. This is required to submit the referral.

The screenshot shows a field titled 'Attach Resume/Cover Letter'. Below the title is a sub-label 'Resume / Cover Letter *'. The field contains a large light blue area with the text 'Drop files here' and a small 'or' button. Below this area is a 'Select files' button.

8. Select **Submit** to complete your referral. Upon doing so, you acknowledge that you have permission from the candidate to provide their information.

Refer Employee From Open Position

You may also find an open position that you think someone is well suited for and refer them from the position.

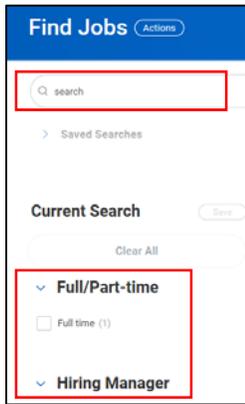
1. Again, use the Career application on the Workday homepage.



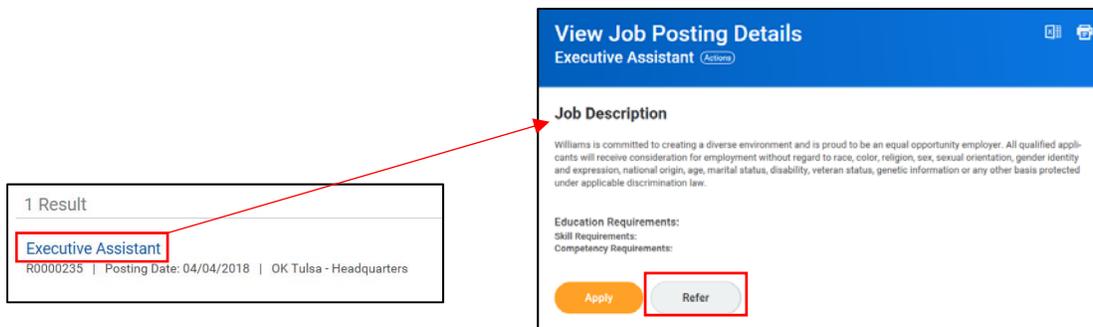
2. In the **Actions** column, select **Find Jobs**.

The screenshot shows a box titled 'Actions'. Inside the box is a single button labeled 'Find Jobs'.

3. You can enter your query into the **Search bar** or browse for jobs by using the filters along the left side of the page for: Full/Part-time, Hiring Manager, Job Profile, Organization, Primary Location or Worker Type.



4. Once you've found a job you're interested in, **click the title of the job** to see more information about it, including the **Job Description**. Here you can also **refer** a colleague or external candidate for the job you have selected.



5. Select **Refer**, then follow the steps listed above to fill out the referral form.