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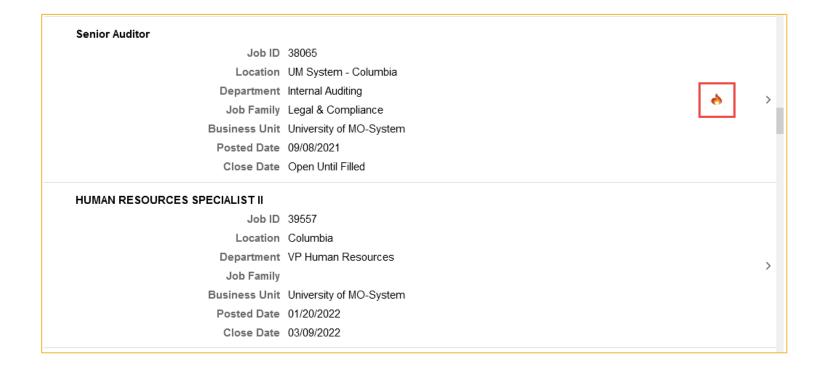
Employee Referral Program

Applicant & Employee



Hot Jobs

Jobs that have been flagged with the **Referral Program ID** field are referral eligible and will show as a Hot Job with the fire symbol for applicants. Jobs with the Hot Job symbol will show at the top of the list of job openings.

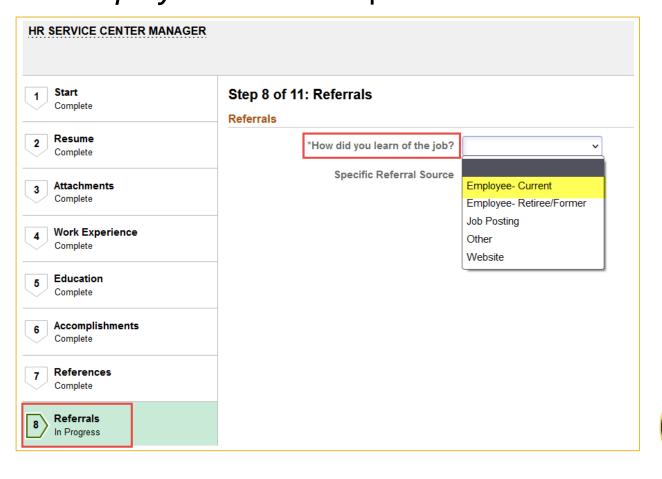




Application Process

During **step 8** of the application process, the applicants identify the source, or employee, that led them to the job opening. To start an employee referral, the applicants select the '*Employee-Current*' option. Retirees and

former employees may be entered but are not eligible for the incentive.





Provide referral details

The applicant must provide the referring employee's name and an email address (work or personal) for the referring employee. Once the application is submitted, the system automatically triggers an email to the referring

employee.

1 Start Complete	Step 8 of 11: Re	Step 8 of 11: Referrals Referrals			
2 Resume Complete	*Ho	ow did you learn of the job?	Employee- Current		
3 Attachments Complete		Specific Referral Source			
	*Na	ame of Referring Employee	Hermione Granger		
Work Experience Complete		Email Address	GrangerHJ@hogwarts.edu		
5 Education Complete		Member of Your Family	No v		
6 Accomplishments Complete					
7 References Complete					
Referrals In Progress					



Referring employee receives email

The employee that referred the applicant receives an email. The employee <u>must</u> log into myHR and enter the Tracking ID and Password. This step is necessary to align the referral to the employee ID for award tracking.

----Original Message----

From: peoplesoft@umsystem.edu

Sent: Monday, January 31, 2022 9:52 AM

To: Granger, Hermione J <GrangerHJ@hogwarts.edu>

Subject: Employee Referral for Tester, Referral

AUTO-NOTIFICATION - PLEASE RESPOND IN YOUR MYHR ACCOUNT - DO NOT REPLY DIRECTLY TO THIS EMAIL

This is a notification to inform you that an applicant, Tester, Referral, has submitted their application and has noted that you are the person who referred them to the University of Missouri. You are receiving this email because you may be eligible for an Employee Referral Incentive, pursuant to HR-126 Employee Referral Incentive Program.

If eligible for the incentive, your action is needed by logging into myHR and following the instructions below.

- 1. Log into your myHR account at myhr.umsystem.edu
- 2. Click on the Employee Actions tile.
- 3. On the Confirm Referral Page, enter the Referral Track ID 64196534RT61816175 and the password 849117 to acknowledge your referral of this candidate.

Your response in myHR is required in order to be eligible for the Employee Referral Incentive. Failure to confirm your referral acknowledgement could make you ineligible for the incentive. Please note: per policy, certain positions are ineligible for the incentive and will be identified prior to payment. See HR-126 for details.

Thank you for your efforts with recruiting quality candidates for University of Missouri employment.

Sincerely,

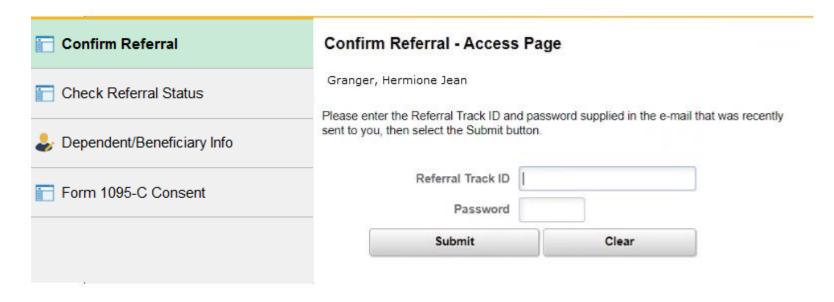


Confirming Referral

The employee logs in to myHR, then clicks on the Employee Actions tile



The Confirm Referral page displays.

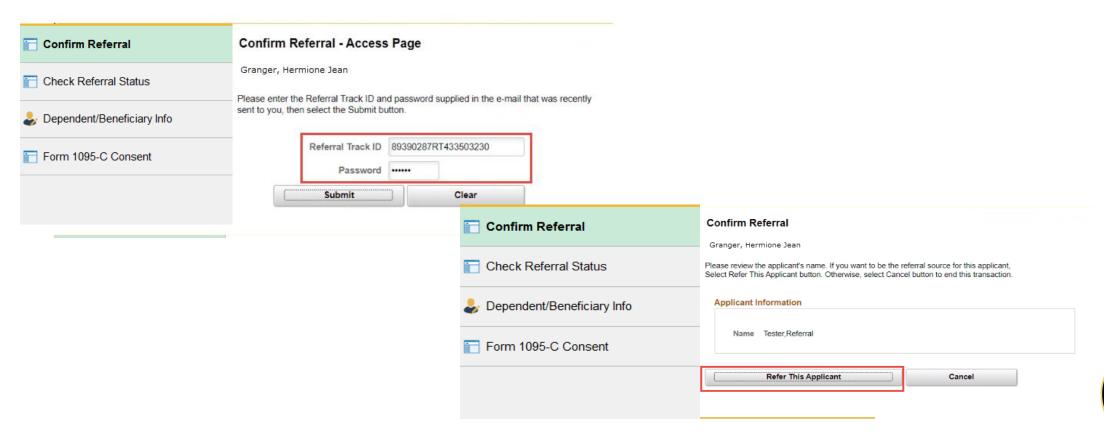




Confirming Referral

Enter the Referral Track ID and Password from the email, then click **Submit.** When prompted, confirm the referral by clicking **Refer This Applicant**.

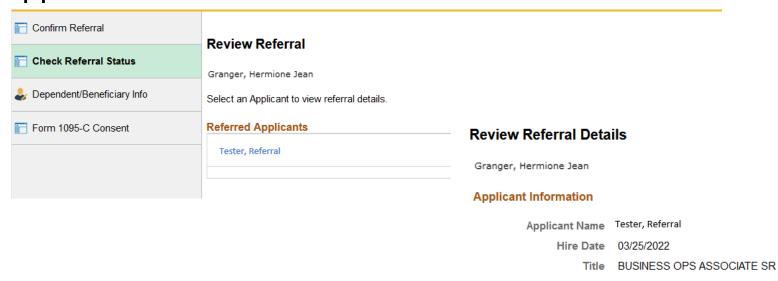
Please enter the Referral Track ID 89390287RT433503230 and the Password 782086 in the Confirm Referral page to acknowledge your referral of this candidate.





Check Referral Status

Review the status of the Referral to see that it has been submitted. You will see when the job is still Open or Filled/Closed, but you will not see the candidate that was chosen. This is for reference to see you submitted the applicant.



Job Requisitions Referred

Job Opening	Posting Title	Requisition Status	Status Date
40982	BUSINESS OPS ASSOCIATE SR	110 Filled/Closed	03/29/2022



