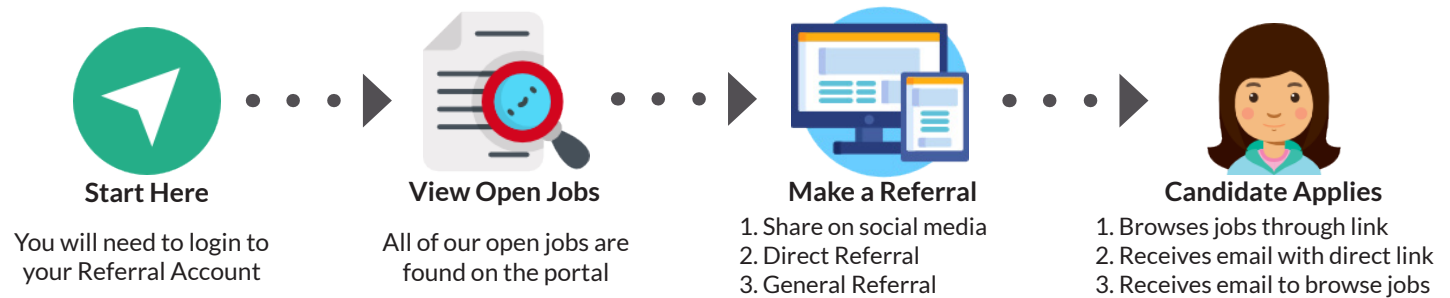


Making a Referral from Start to Finish

A COMPANY Guide

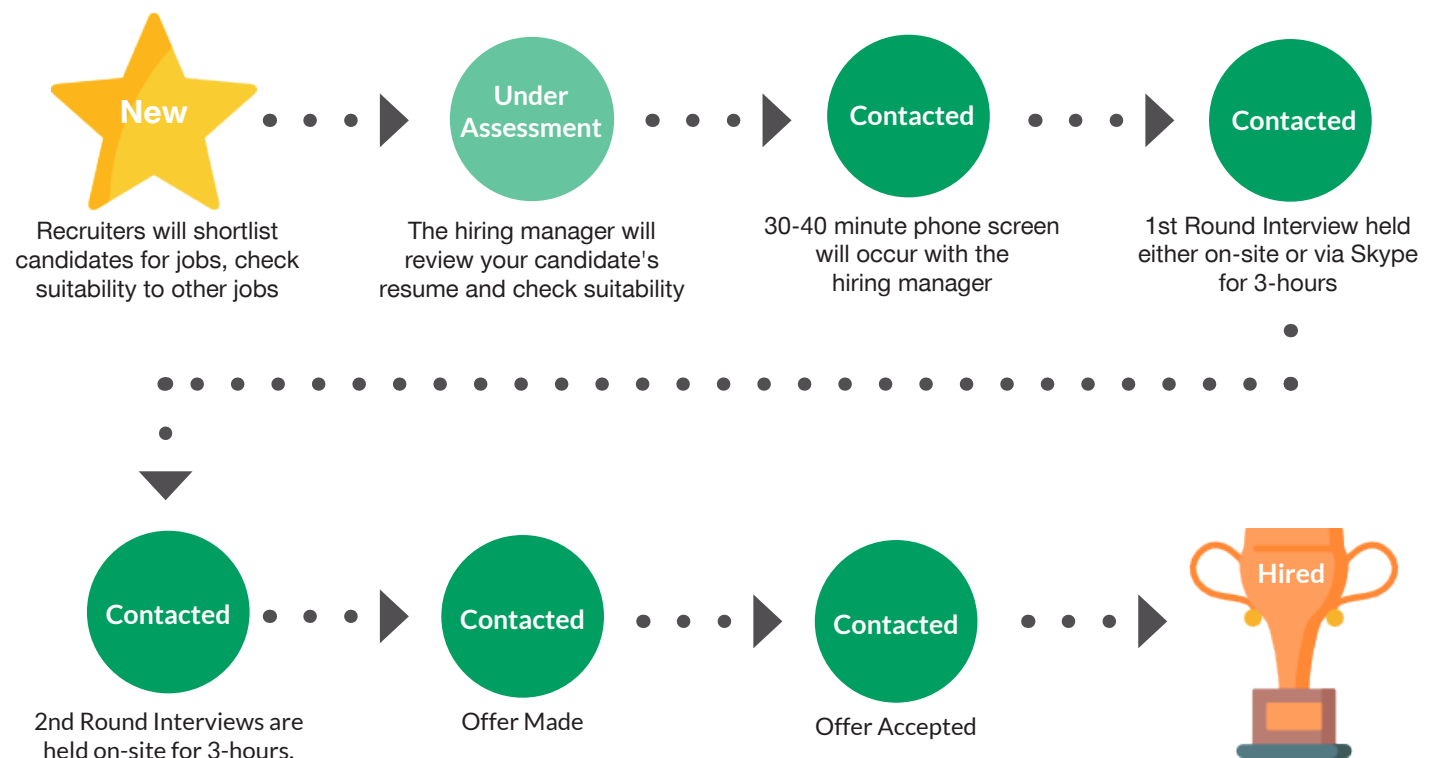
{ YOUR LOGO }
HERE

Follow our guide below to understand what happens between the time you make a referral and the time your contact is hired.



Candidates will receive an email application received confirmation and the referral details will be stored in Haufe.

Once your candidate is received by the recruiting team, they will review their CV. Your candidate will be in the “NEW” status at this time. Follow the workflow below to see how your referred candidate moves through the recruiting process.



Additional Need-to-Know Information:



At any point during the interviewing process, if your candidate is not selected, they will receive feedback either via email or by phone based on the stage. The candidate will also move to the “Archived” status, which you will be able to view when logged into your account.



As a reminder, all referrals should be made via the Employee Referral Portal. You may access the portal by visiting: YOUR COMPANY NAME.RolePoint.com. #JoinCOMPANYNAME

Remember to check the status of your referrals by visiting the “History” page within your account.



Questions? Contact: recruiting@yourcompany.com
You may also view the COMPANY Referral Program FAQs by visiting: COMPANY FAQ SITE