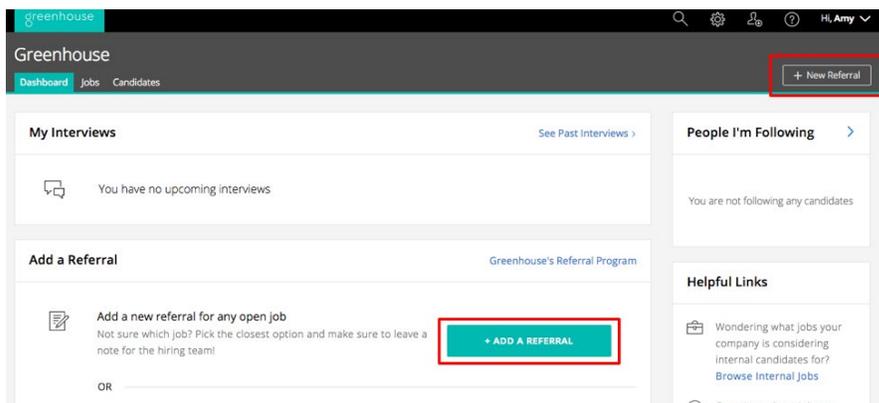


# Submitting Referrals

## 1 Click “+ Add a Referral”

Once you log into Greenhouse, you can submit a referral by clicking either the **+ Add a Referral** or **+ New Referral** buttons your Dashboard.

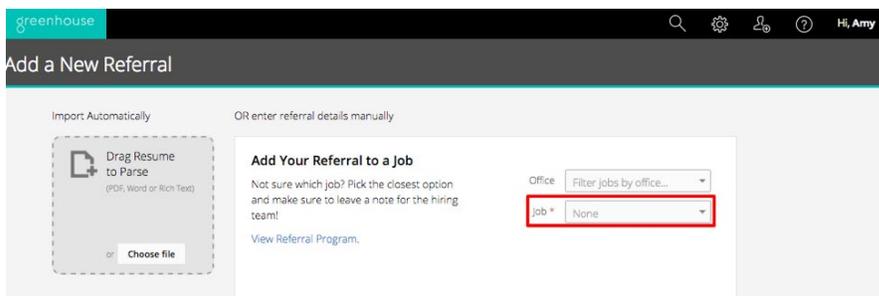
*Note: You can also review your company's referral program by clicking the link “Company's Referral Program.”*



## 2 Add Referral to a Job

Once you click **+ Add a Referral**, you will be taken to the referral form, where you will be asked to add your referral to a job.

Since referrals are added as candidates (and not prospects), you must select a job for each referral you are adding to Greenhouse. Speak to your recruiting team for instructions on how to submit general referrals for candidates that are not tied to jobs.



### 3 Complete Referral Form

When submitting a referral, be sure to complete all required fields to give the recruiting team as much useful information on the referral as possible. Leave any additional notes in the “Referral Notes” section.

If your company allows, you can follow your referral by checking the box “Follow referral” so that you are notified whenever he or she is moved to a new stage, hired, or rejected. You can also track your referral from your dashboard, which we will cover in Step 5.

**Details**

Resume [Attach, Dropbox, Google Drive, Paste](#)

Cover letter [Attach, Dropbox, Google Drive, Paste](#)

They know they're being referred

Referral Notes

Relationship \*

Work History

Rating

Follow referral  
(Sign up for notifications for stage and status changes)

[Cancel](#) [Add this referral](#)

### 4 Add your Referral

Once you are done completing the form, add your referral by clicking “Add this Referral”.

Please note that after submitting a referral, you cannot go back and make changes so make sure you have attached the correct resume and have included any notes you want to be considered.



### 5 Track Referral in “My Referrals”

Once you’ve submitted your referral, you will be able to keep track of the candidate’s status and current interview stage right on your dashboard under “My Referrals.”

Name	Referred for	Stage
Test McTester	Merchandise Manager on Jan 20, 2017	Application Review <div style="width: 25%;"></div> 1 of 7

FOR QUESTIONS, PLEASE CONTACT [SUPPORT@GREENHOUSE.IO](mailto:SUPPORT@GREENHOUSE.IO)