

Submit referrals

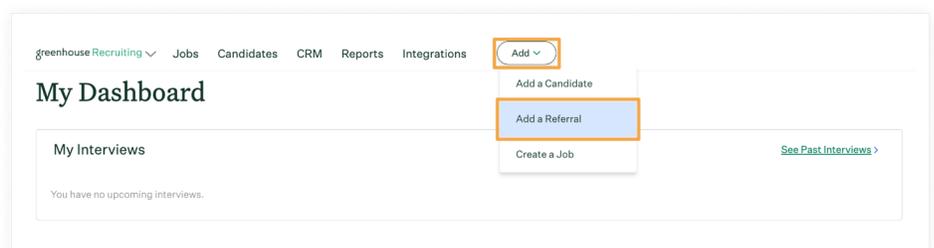
Referrals from your organization's existing employees can be a powerful source for strong candidates.

In this guide, we will cover:

- Submit a referral
- View submitted referrals
- Questions about submitted referrals

Submit a referral

To submit a referral from your Dashboard, navigate to the **Add** icon in the upper right-hand corner. Select Add a Referral from the dropdown menu.



It is not possible to refer a prospect, so choose a job for your referral. If you think they might be good for several different jobs, simply choose one and write a note to the Recruiter outlining the other jobs as well. The Recruiter can then assess your referral's information and make sure they end up in the best job or jobs.



Note: A user can make a referral to any job with a live external job post, as well as to any job where they have been assigned permissions. This means a Basic user can submit referrals only to jobs which have a live external job post, while a Job Admin user can submit a referral to any of their assigned jobs (as well as to any job with a live external job post). Because Site Admins users have access to all jobs, a Site Admin can submit a referral to any job in your Greenhouse Recruiting account.

Add a Referral

 Drag Resume to Parse
(PDF, Word, or Rich Text),
or
[Choose File](#)

 Forward Resume via Email

 Consider referring people from underrepresented backgrounds!

Select a Job

Not sure which job? Pick the closest option and make sure to leave a note for the hiring team!

Office

Department

Job *

When selecting a job, the job name will be the primary job post name on the job under **Job Setup > Job Posts**.

Note: If you would prefer that users submit referrals by internal job name, rather than external primary job post name, you'll need to reach out to a Site Admin to edit your Permission Policies. Have the Site Admin select **Configure** (gear icon), then choose **Permission Policies** from the left. Find and check the permission policy. When adding a referral, surface the internal job name instead of the primary job post name.

When submitting a referral, be sure to complete the fields under the Details section to provide background about your relationship with the referral.

When finished, click **Add this referral** at the bottom of the page.



Details

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

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

Relationship

Work History

Rating

When we reach out

They know they're being referred

Referral Notes

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

If you have checked **Follow referral** under the Name & Company section, you will receive notifications when/if your referral is moved to a different stage or has their status changed.

View submitted referrals

You can check the status of your referrals by viewing the My Referrals panel on your Dashboard.

My Referrals			Showing 1 of 1 See All >
Name	Referred for	Stage	
Jaqueline Murphy Technical Recruiter @ Self-Employed	Talent Coordinator (20) on Apr 13, 2022	Phone Interview <div style="width: 100%;"><div style="width: 100%;"></div></div>	3 of 7

Questions about submitted referrals

Every organization has unique internal processes around referrals, so your organization's internal HR/Recruiting team is best equipped to answer questions about your submitted referrals. This includes the following types of questions:

- Why was my referral rejected?
- Will I get credit for my referral?
- How do I delete a submitted referral?
- How do I edit information about my referral?
- Why hasn't my referral's status updated in awhile?
- Why can't I see my referral on my Dashboard any longer?
- My referral was hired. Why don't they show as hired on my Dashboard?

If you are not sure who to contact on your internal team for questions about your referrals, navigate to the **Helpful Links** panel on the right-hand side of the My Dashboard page.



Click **Email Your In-House Contacts** to see your organization's recommended internal contacts for these types of questions.

Helpful Links



Wondering what roles are open at your company?

[View Internal Jobs](#)



Questions about jobs or permissions?

[Email Your In-House Contacts](#)



Still have questions?

[Visit Our Help Center](#)



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Greenhouse is the hiring software company.
We help businesses become great at hiring
through our powerful hiring approach, complete
suite of software and services, and large partner
ecosystem – so businesses can hire for what's next.

For questions, please contact
support@greenhouse.io