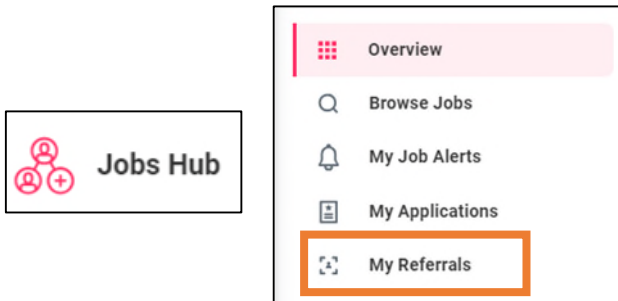


Use this job aid to refer candidates to jobs at BJ's.

## Refer a Candidate

From your home screen:

1. Navigate to the **Jobs Hub** application.
2. Select **My Referrals** and **Refer a Candidate**.



NOTE: In the **Referral** Details, provide details of the candidate's name, contact information, job details, relationship details, and resume/cover letter. An asterisk \* indicates the field is required.

3. In the **Name** section, enter the **First Name** and **Last Name** of the candidate you are referring.
4. In the **Contact Information** section:
  - In the **Country phone Code** field, enter the country of the phone number.
  - In the **Phone Number** field, enter the candidate's phone number with the area code first.
  - In the **Phone Extension field**, enter an extension, if applicable.
  - Enter the candidate's email in the **Email** field.

5. In the **Job Details** section:
  - In the **Jobs** field, select the job you would like to refer the candidate to. Multiple jobs can be selected. *This section is required. You must refer candidates to current job openings.*
6. In the **Relationship Details** section:
  - In the **Relationship** field, select the relationship of the candidate to you (e.g., Former Co-Worker, Friend, Other Relative, Student).
7. Click the > icon to expand the **Referral Social Media Links** section if the candidate has a LinkedIn URL you want to add.
8. In the **Attach Resume/Cover Letter** section, you can attach the candidate's resume/cover letter, if available.
9. Review candidate information. Click **Submit**.

## Next Steps

You receive a notification in Workday after your candidate referral has been received.