

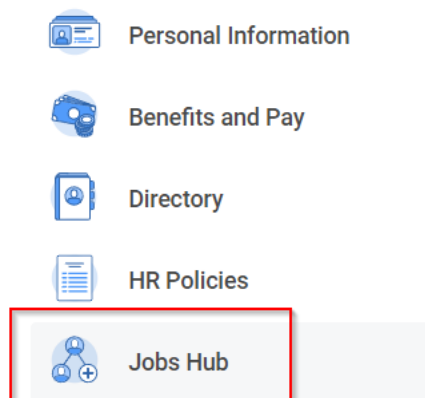
KNOWLEDGE Builder

WORKDAY: How to Refer an External Individual

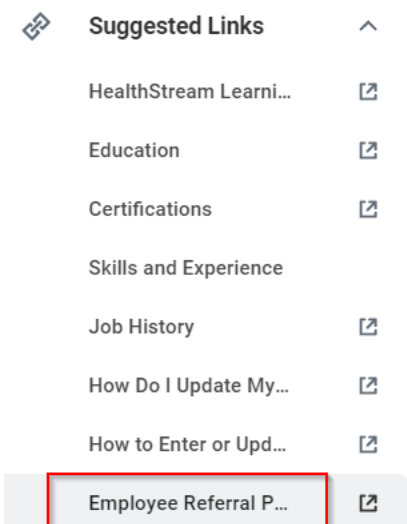
This Knowledge Builder will outline the steps to refer an **External Individual** to Rochester Regional Health. An External Individual can be referred to a specific job posting, or to the system as a whole. The process should **only** be used for individuals who are not currently employed by Rochester Regional Health.

From Jobs Hub

1. Click on the **Jobs Hub** link.



2. Under **Suggested Links** click on **Employee Referral Program**.



3. Referral Form – Enter the first and last name of the individual, phone number, email, eligible role, area of interest, and your first and last name.

Name of Referral *

First Name

Last Name

Phone Number of Referral *

Email of Referral *

Eligible Role *

Referral's Area of Interest *

- Acute Care
- Outpatient
- Dialysis
- Home Care
- Long Term Care
- Other
- Unknown

Your Name *

First Name

Last Name

4. Click **Submit a Referral**.
