

## 1. LOG INTO JOBVITE

**Note:** If you have any difficulties to log into JobVite, please contact the Talent Acquisition Team

## 2. CLICK ON BUTTON

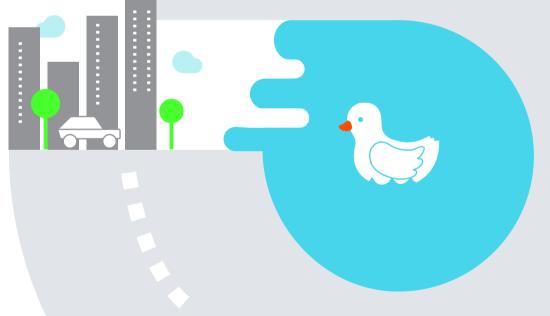
Visible on your JobVite Dashboard

"REFER A FRIEND"



(first name, last name, resume and cover letter)

You also have the option to manually enter the candidate's personal data



5. REVIEW AND SUBMIT YOUR REFERRAL

## 4. SELECT APPROPRIATE JOB/REQUISITION

If you don't select a job to tie the candidate to, the candidate will be added to JobVite as a general application

