



Jobvite

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"

3. FILL OUT THE REFERRAL'S INFORMATION

(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

Go to **Jobvite**