

SmartRecruiters: How to Make a Referral

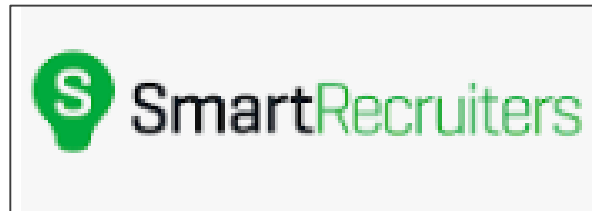
August 2019

Referrals – We have a new Referrals Portal

Recruitment has implemented a new technology system, SmartRecruiters, which has its own employee referral portal that allows employees to:

- **Submit referrals** for specific jobs
- **Create personalized job links** that staff members may post on Social media and in emails. (Candidates who apply using these links will automatically be tagged as referrals from staff who post/send them out)
- **Track the progress** of their referrals during their application process

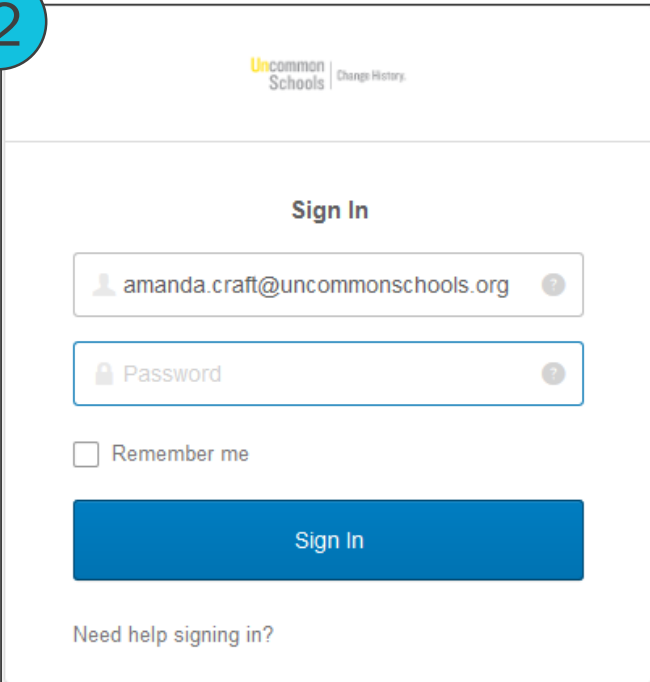
***All staff members now have their own account in SmartRecruiters and can login using their normal username and password.**



Referrals – How to Log On to SmartRecruiters

1. Go to <https://uncommonschools.okta.com>
2. You will be asked for your existing Uncommon username and password
3. Click the SmartRecruiters Box.

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Uncommon Schools | Change History.

Sign In

amanda.craft@uncommonschools.org

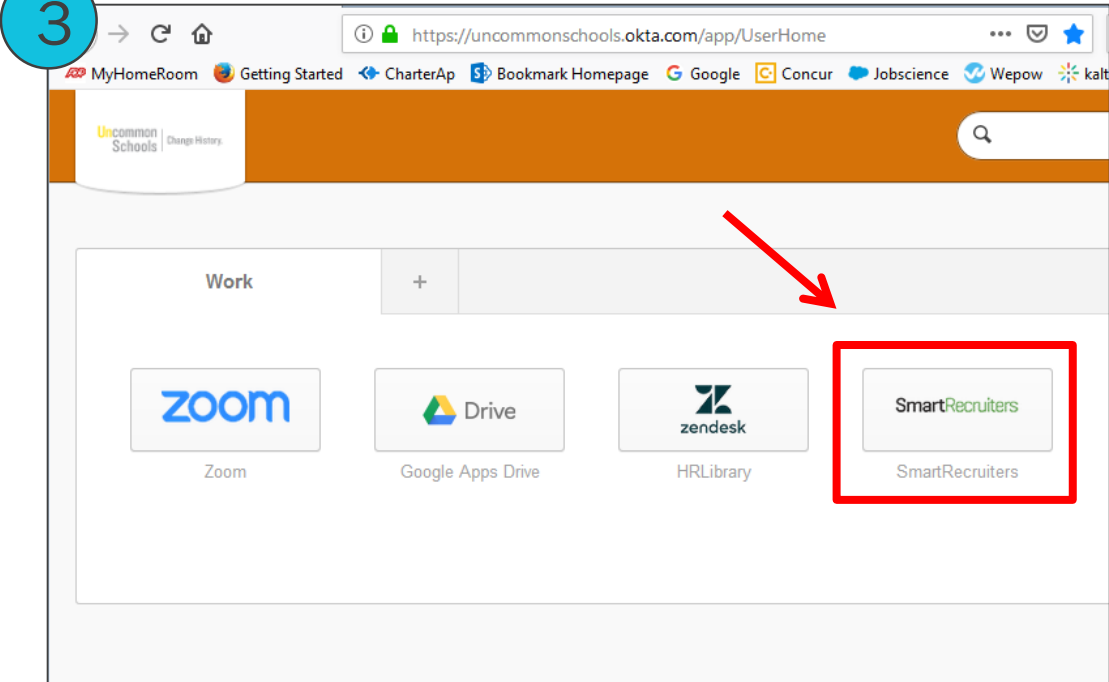
Password

Remember me

Sign In

Need help signing in?

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https://uncommonschools.okta.com/app/UserHome

MyHomeRoom Getting Started CharterAp Bookmark Homepage Google Concur Jobscience Wepow

Uncommon Schools | Change History.

Work +

zoom Zoom

Drive Google Apps Drive

zendesk HRLibrary

SmartRecruiters SmartRecruiters

Referrals – How to Refer A Friend

1. Search for a specific job title

- Use Filters to narrow jobs down to a specific Region, Department (Leadership, Teaching and Instruction, Home Office, School Based Ops)
- Use the Search Bar to search for a role by title (Apprentice Teacher, High School)

2. Click Refer a Friend

The screenshot shows the SmartRecruiters website interface. At the top, there is a navigation bar with the SmartRecruiters logo, a search bar, and links for 'CAREERS' and 'MY REFERRALS'. Below the navigation bar, there is a search bar with a 'Filters' button and a search input field. The search results are displayed in a list format, showing job titles, locations, and the user who published the job. The 'Refer a friend' button is highlighted with a red box and a blue circle with the number '2'.

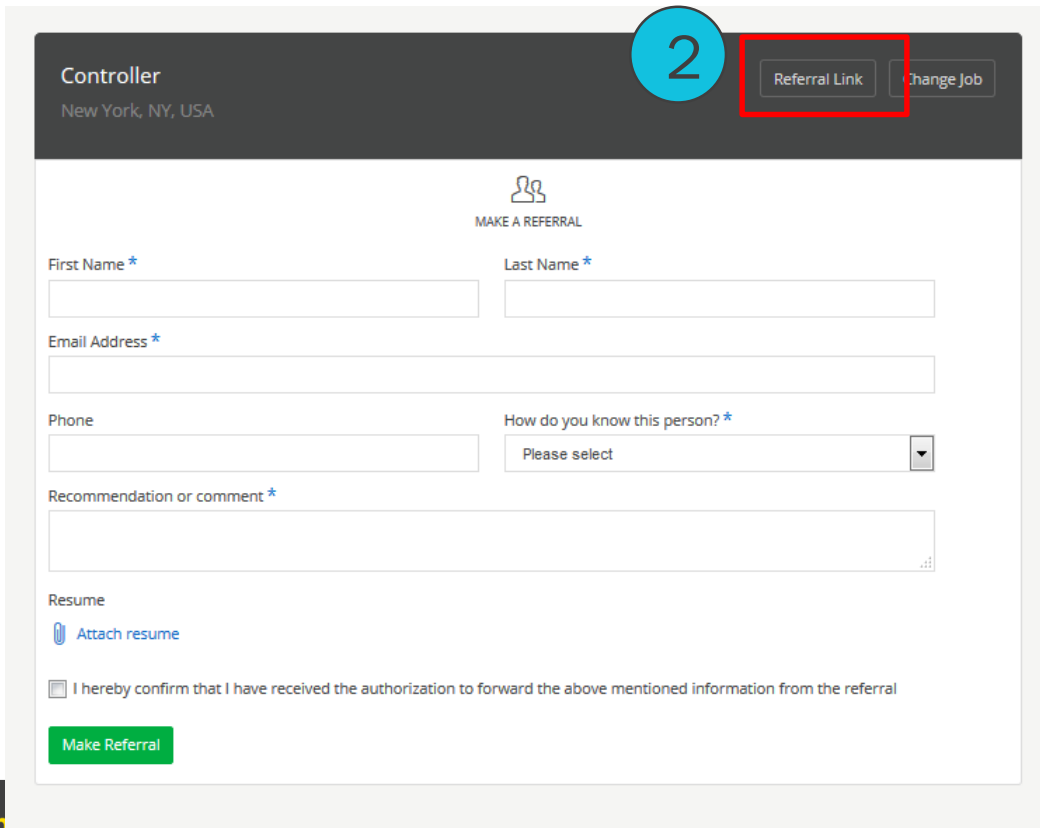
1a Filters Search 1b

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Job Title	Location	Published by	Refer a friend	I'm interested
Apprentice Teacher	New York, NY	Elliotte Simian	Refer a friend	I'm interested
Apprentice Teacher (Immediate Start)	Rochester, NY	Elliotte Simian	Refer a friend	I'm interested
Apprentice Teacher (Immediate Start)	Newark, NJ	Elliotte Simian	Refer a friend	I'm interested
Apprentice Teacher (Immediate Start)	New York, NY	Elliotte Simian	Refer a friend	I'm interested
Elementary Teacher	Camden, NJ	Elliotte Simian	Refer a friend	I'm interested

Referrals – How to Refer A Friend (cont'd)

1. Provide the required information for your referral in the fields provided and click Make Referral. Or....
2. Click Referral Link
3. Copy the link provided and add to an email or social media post to automatically get credit for anyone who applies through this link.



The screenshot shows the 'MAKE A REFERRAL' form for a Controller in New York, NY, USA. The form includes fields for First Name, Last Name, Email Address, Phone, and a dropdown for 'How do you know this person?'. There is also a text area for 'Recommendation or comment' and an 'Attach resume' button. A checkbox at the bottom states 'I hereby confirm that I have received the authorization to forward the above mentioned information from the referral'. A green 'Make Referral' button is at the bottom left. A red box highlights the 'Referral Link' button in the top right, and a blue circle with the number 2 is positioned above it.

