

Employee Referral Module

Provide employees with an easy-to-use interface to submit referrals with the myStaffingPro® Employee Referral module.

Features

- ▼ **Employee Referral Portal** - Submit referrals to a specific portal designed especially to accept referral information.
- ▼ **Referral Process:**
 - **Employee Verification** – Limit access to the portal by authorizing the employee with their name and company email address. *If desired, the verification can be modified to require the employee's ID number as well.*
 - **Submitting a Referral** – Although a resume is suggested, employees can submit a referral with as little as the applicant's name and email address.
 - **Duplicate Checking** – The referred applicant's information is immediately checked against the current applicant pool to prevent duplicates.
- ▼ **Referred Applicant Process** – Choose to immediately invite referred applicants to apply, or delay the invitation until you have reviewed their file.
- ▼ **Thank You to Employee** – Send the employee an automatic email response to thank them for the referral and confirm that it is complete.
- ▼ **New Applicant Status** – Assign referred applicants a specific status to monitor and track them in myStaffingPro.
- ▼ **Referral Report** – Launch the referral report to view the list of referred applicants and the employees who referred them.

Please contact your Sales Representative for additional functionality and pricing information.

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Employee Referral Portal

Submitting a Referral

Employee Referral Thank You Email

Requestion	Location	Badge	Source	Specific Source	From	Entry Date	Rec. Date	Score
ADMIN-200804-Administrative Assistant	Burlingame, CA	Rafael	Employee Referral	Julia Friemering	myStaffingPro	02/10/2008	02/10/2008	100

Employee Referral in myStaffingPro