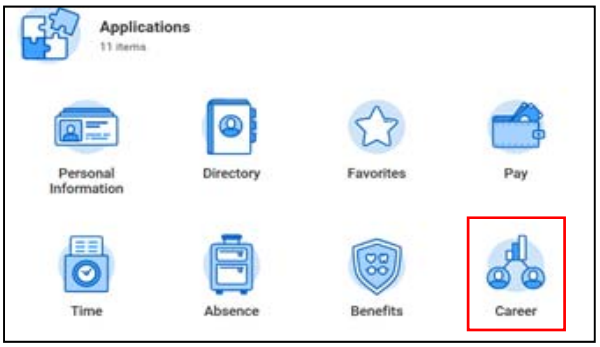
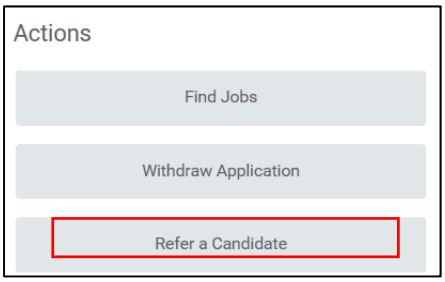
Refer Employee

Williams employees are able to refer coworkers or non-Williams employees for open positions.

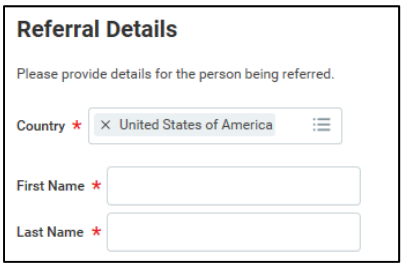
1. To get started, navigate to the **Career** application on the Workday homepage.



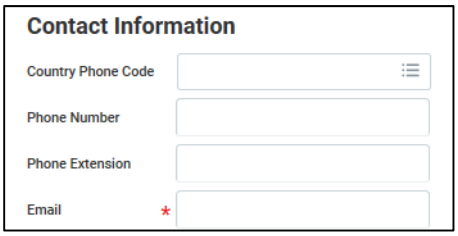
2. In the **Actions** column, select **Refer a Candidate**.



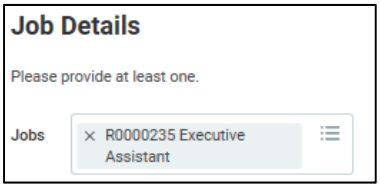
3. The **Country** defaults. Fill in the **First Name** and **Last Name** *of the referred candidate*.



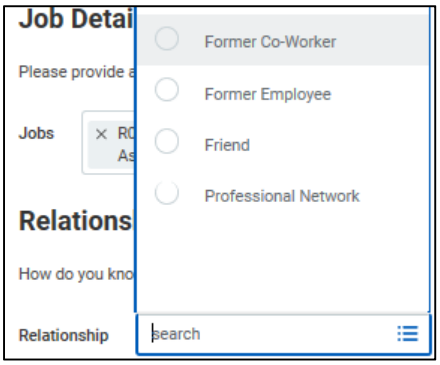
4. Enter **Contact Information** for the candidate. You must *at least* provide the email address.



5. Enter the **Job** you are referring the candidate for from the dropdown menu.



6. Enter your **Relationship** to this candidate from the dropdown menu and provide any additional relevant information in the **Comments** field.



7. Attach the candidate's **Resume/Cover Letter** by dragging and dropping into the Resume field, or by uploading from your files. This is required to submit the referral.

8. Select **Submit** to complete your referral. Upon doing so, you acknowledge that you have permission from the candidate to provide their information.

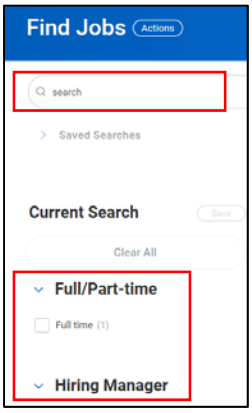
Refer Employee From Open Position

You may also find an open position that you think someone is well suited for and refer them from the position.

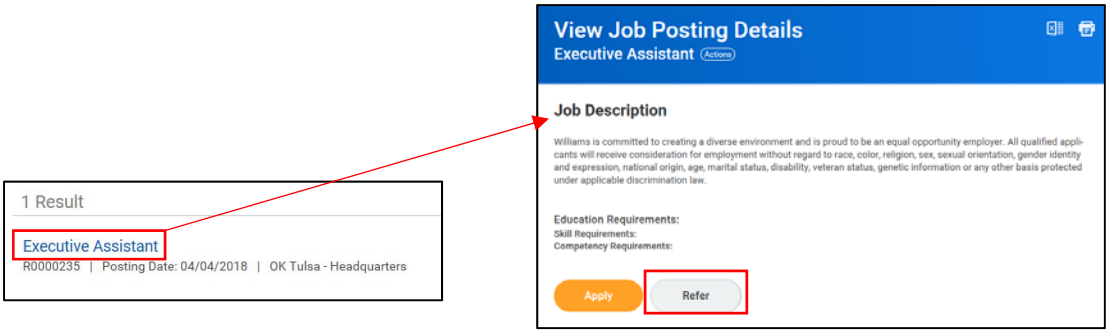
1. Again, use the Career application on the Workday homepage.

2. In the **Actions** column, select **Find Jobs**.

3. You can enter your query into the **Search bar** or browse for jobs by using the filters along the left side of the page for: Full/Part-time, Hiring Manager, Job Profile, Organization, Primary Location or Worker Type.



4. Once you've found a job you're interested in, **click the title of the job** to see more information about it, including the **Job Description**. Here you can also **refer** a colleague or external candidate for the job you have selected.



5. Select **Refer**, then follow the steps listed above to fill out the referral form.