

Refer a Candidate

Overview

Enables you to refer a friend, family member, colleague or someone else in your network for potential job with CoorsTek. You may refer a candidate to a current job posting or to a job area.

Who Does This: Employee

Things to Know:

- We love referrals!



Career

1

Step 1

Choose the **Career** worklet.

Actions

Find Jobs

Refer a Candidate

2

Step 2

Under Actions, choose **Refer a Candidate**.

Referral Details

Please provide details for the person being referred.

Country *

First Name *

Last Name *

3

Step 3

Complete the referral details and contact information.

Contact Information (Choose at least one) 4

Phone

Email

Step 4
Complete the Contact Information.

Job Details 5

Please provide at least one.


Jobs

Job Areas

- Job Requisitions by Supervisory Organization

Relationship

- Job Requisitions by Location
- Job Requisitions by My Manager
- Job Requisitions by Manager


Step 5
Use the list icon  to select the specific job, or job area, to which you want to refer someone.

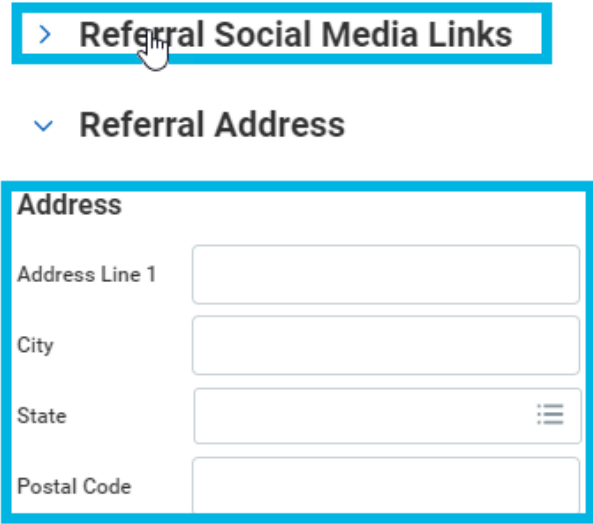
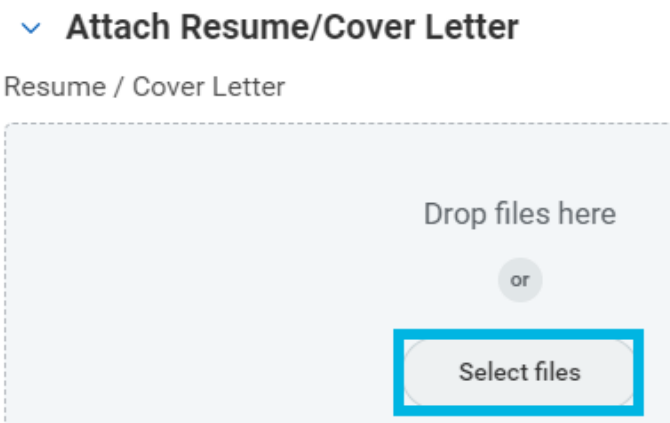
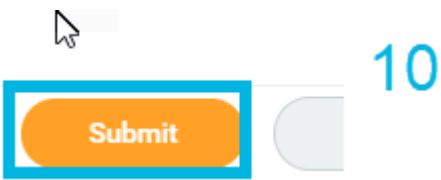
Relationship Details 6

How do you know this person?

Relationship

Comments

Step 6
Use the list icon  to select your relationship to the person you are referring.

 <p>7</p> <p>8</p>	<p>Step 7 Copy and paste any social media links (i.e. LinkedIn) you would like to provide.</p> <p>Step 8 if available, complete the referral address.</p>
 <p>9</p>	<p>Step 9 Choose Select Files to attach a resume or cover letter if available.</p>
 <p>10</p>	<p>Step 10 Click Submit.</p>

FAQ's

What happens next?

- Your referral will receive an email notifying them that you have referred them to CoorsTek.
- Referrals will be reviewed a member of the Talent Acquisition team.