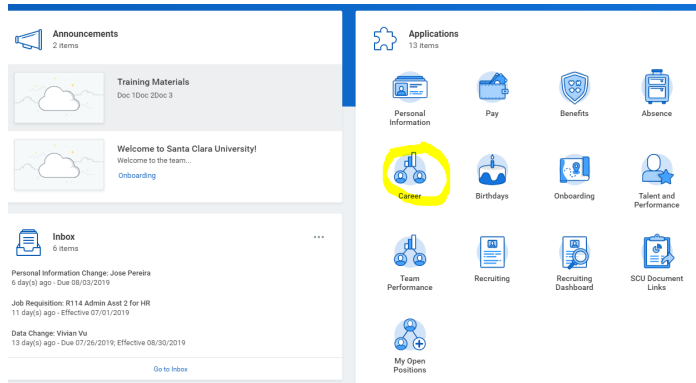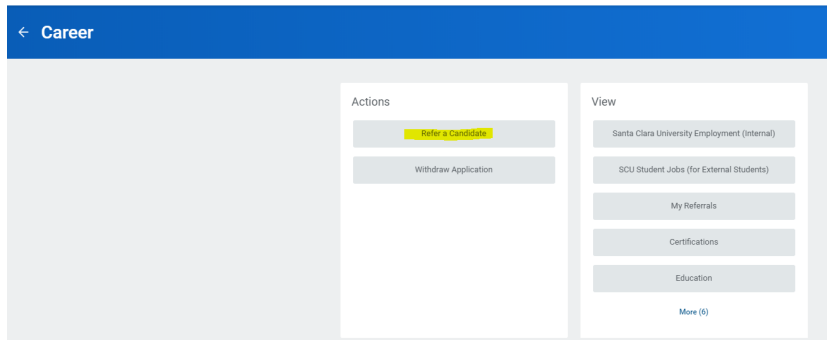1. Login to **Workday**
2. Go to **Career** application on the landing page

3. Click on "Refer a candidate"

4. Enter **Name**, **Relationship**, **Contact Information**, **Job Information** with the name of the manager and upload the resume and **Submit**. (**Note: Hiring Manager and search Committee members are not allowed to refer to their own requisitions**)

August 2019