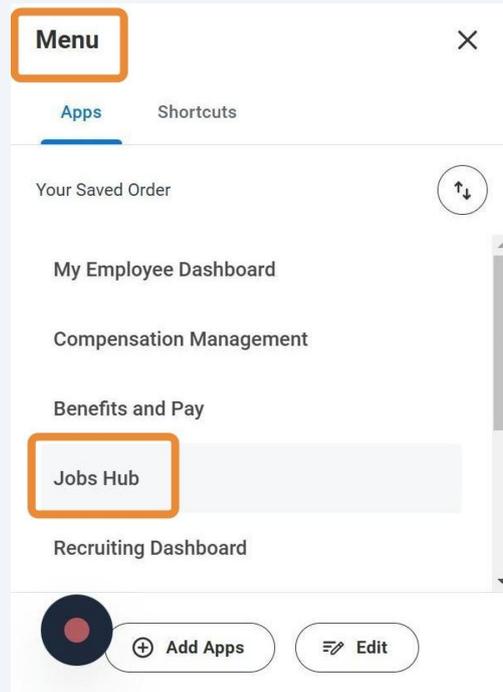


Workday - Refer a Candidate

This Job Aid will demonstrate how to refer someone to the company for a specific position. Step 7 will show you how to share a job to social media.

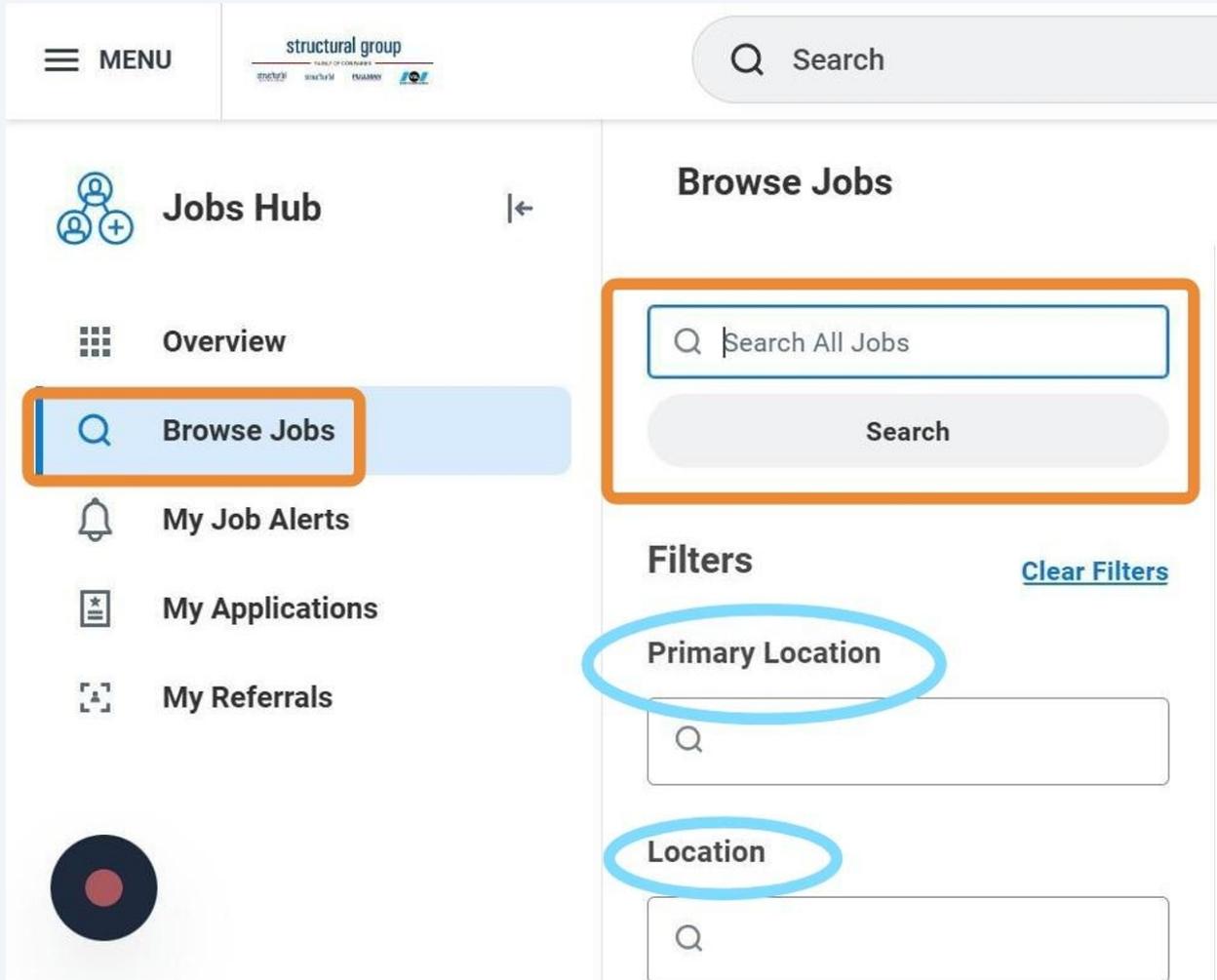
1

Navigate to the **Workday Menu** on the left-hand side of the screen and click the **Jobs Hub**



2

Browse Jobs > Enter search criteria. You can search by job title, location, etc. In this example, we will search for "Intern"



3 Search results will appear. Click a search result and click "Refer"

Summer 2025 Construction Project Engineer Intern STRUCTURAL Chicago

Apply Refer Create Job Alert

We are excited about your interest in continuing to advance your career with a Structural Group company, you join a company full of possibilities. We offer a dynamic, positive environment where people truly do come first. As we continue to grow, our employees have opportunities for extraordinary advancement and development.

Summer 2025 PEI job description

Job Details

Job Requisition ID
JR100345

Location
Chicago, IL

Additional Locations
Schiller Park, IL

Posting Date
01/09/2025 - 5 days ago

Job Family
Project Management

4 Complete required fields. The more information populated about the potential candidate, the better!

Implementation - structural1

Refer A Candidate From Internal Career

Drop files here
or
Select files

Name

First Name * | |
Last Name *

Contact Information

Phone Device Type *
Country Phone Code *
Phone Number *

Submit Cancel

5

Populate the Relationship details. How do you know this person? Additional Comments are also helpful for our Recruiting Team. Submit

Refer A Candidate From Internal Career

Relationship Details

How do you know this person?

Relationship *

× Classmate 



Comments

Awesome person! Great for the company!

enter your comment



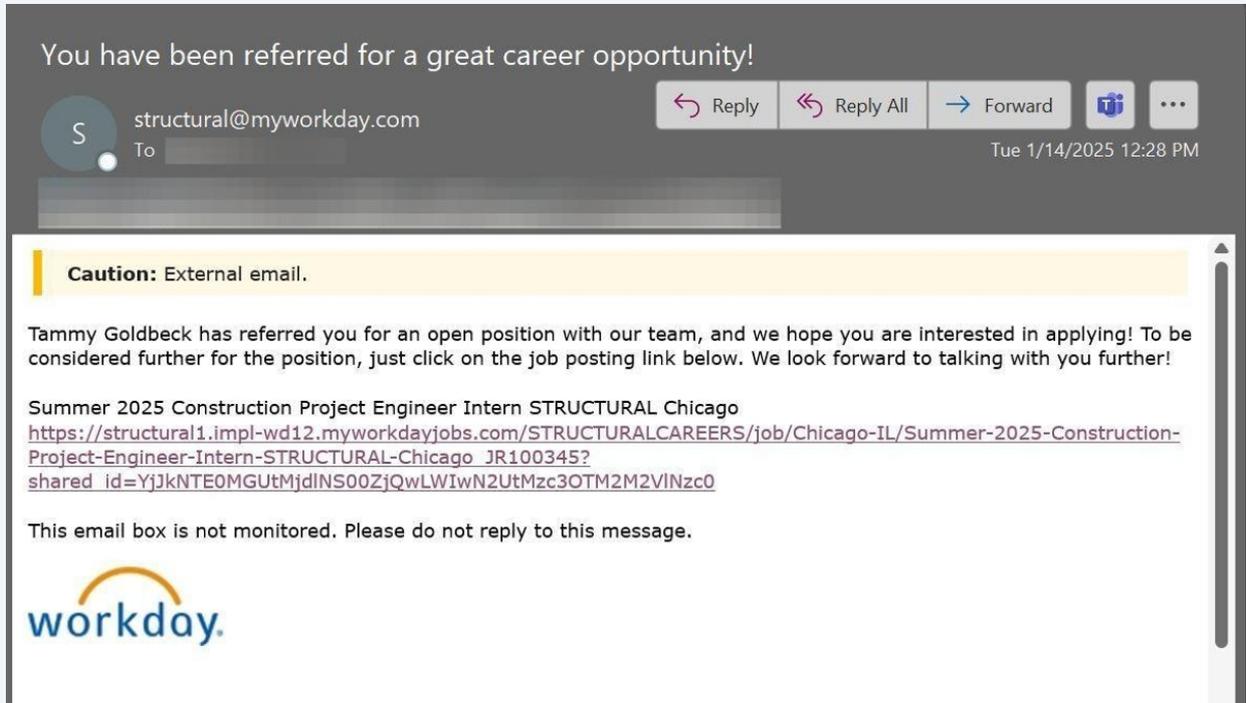
Submit

Cancel

6

- The candidate you have referred to the position will receive an automatic email from Workday, informing them they have been referred to the company/position.

- The candidate should use this link to complete the Employment Application **((DEB TO CONFIRM THIS LINK WORKS?!?!)) Can we remove the Workday logo and replace it with SG Family of companies?**



7 SHARE JOB TO SOCIAL MEDIA

Menu > Jobs Hub > Browse Jobs > Locate the job you're looking to share to Social Media > Click View Job

The screenshot shows the Structural Group Jobs Hub interface. On the left, a navigation menu is visible with the 'Overview' item highlighted. The main content area displays 'Recently Added Jobs' with a card for a 'SW Developer' position. The 'View Job' button at the bottom of the job card is highlighted.

Jobs Hub

- Overview
- Browse Jobs
- My Job Alerts
- My Applications
- My Referrals

Recently Added Jobs

SW Developer
We are excited about your interest in continuing to advance your career with a Structural Group company, y...

- Columbia, MD
- Full time
- JR100368

[View Job](#)

8 Scroll all the way to the bottom -- edit this item

The screenshot shows the job details page for the 'SW Developer' position. The 'Apply' button is highlighted. The job details sidebar on the right provides information about the requisition ID, location, posting date, job family, time type, job type, and supervisory organization.

SW Developer

[Apply](#) [Refer](#) [Create Job Alert](#)

We are excited about your interest in continuing to advance your career with a Structural Group company, you join a company full of possibilities. We offer a dynamic, positive environment where people truly do come first. As we continue to grow, our employees have opportunities for extraordinary advancement and development.

test

Job Details

- Job Requisition ID: JR100368
- Location: Columbia, MD
- Posting Date: 01/14/2025 - Today
- Job Family: Corporate IT Services
- Time Type: Full time
- Job Type: Regular
- Supervisory Organization

9

Scroll to the bottom and you will see the available Social Media options to share this job to.

Hiring Team

Recruiter



Deb Wilmoth Wilmoth

Hiring Manager

Bryan Rogers

[View Team Members](#)

Share [in](#) [✉](#) [X](#) [f](#)