Referral Process for Employees

How to Submit a Referral:

1. **Submit Directly via SmartRecruiters' Employee Referral Portal:**
   - Log in to the SmartRecruiters platform through KIPP OneLogin, and go to the Employee Referral section.
   - Access the Employee Referral section.
   - Complete and submit the referral form with the candidate's information.
2. **Share Your Personal "Referral Link" from SmartRecruiters:**
   - Log in to SmartRecruiters and locate your personalized referral link.
   - Share this link via email or on social media with individuals in your network who are a good fit for our roles.
   - When the referred candidate applies using your link, you'll automatically receive credit for the referral.
3. **Follow-Up for Recent Applicants (Within 30 Days):**
   - If the individual you referred has applied within the past 30 days and does not appear under "Your Latest Referrals" in SmartRecruiters:
     - Email **your campus recruiter** with the following details:
       - Candidate's full name
       - Candidate's email address
         - The position they applied for (or the position you are referring them to)

Support and Troubleshooting

- **Need help with SmartRecruiters?**
  - If you have any questions or need assistance, please refer back to the Frequently asked Questions page and the How To Refer a Friend in Employee Portal Guide on KIPP GO.
- **Trouble logging in for OneLogin?**
  - Contact the IT support team at techsupport@kippnyc.org for assistance.