



## 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@kipponyc.org](mailto:techsupport@kipponyc.org) for assistance.

## Referral Process for Non-Employees

If you are not an employee of KIPP NYC Public Schools but know someone who would be a great fit for one of our roles, you can still submit referrals through SmartRecruiters. Follow these steps:

### How to Submit a Referral:

**1. Visit Our Company Page on SmartRecruiters:**

- Navigate to the KIPP NYC Public Schools careers page at <https://kippnyc.org/careers/kipp-nyc-career-listings/>.

**2. Search for the Role:**

- Use the search function to locate the specific position your referral is best suited for.

**3. Click “Refer a Friend”:**

- Once you've identified the role, click on the role. Then you will see a “**Refer a Friend**” button.
- Complete the referral form with your information and your referral's details.

**4. Submit the Referral:**

- Submit the form to ensure the recruitment team receives your referral.

### Important Notes:

- Referrals submitted via this method will be reviewed by our recruitment team and considered for the role you've identified.

Thank you for supporting our mission by helping connect us with talented individuals! Your referrals contribute to building an exceptional team.