

First, Log in to Oracle.

[Click here to log in](#)



Need Help Logging into Oracle?

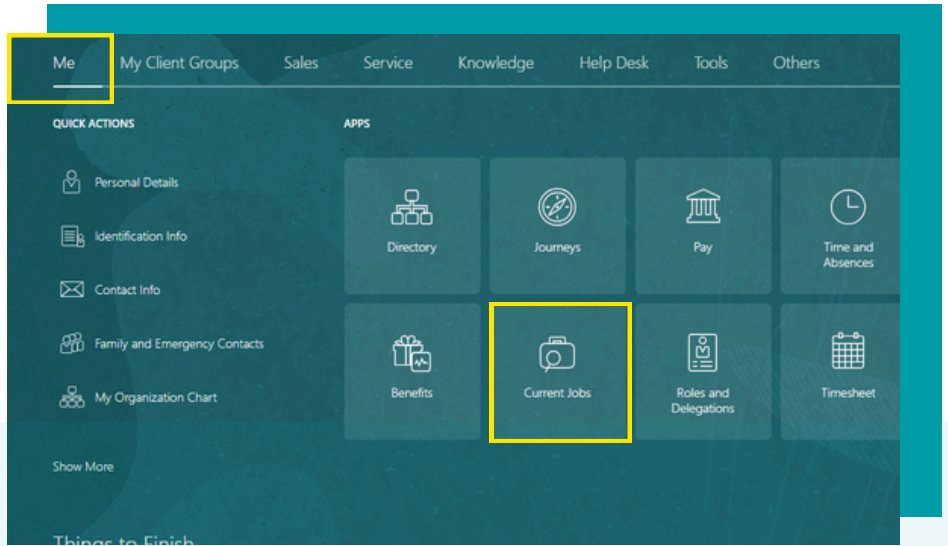
Click "Forgot Password" on the Oracle login page.

Don't Have an Email Registered in Oracle?

Reach out to your Human Resources Business Partner for assistance.

1 Once you have logged into Oracle, navigate to the **Me** tab.

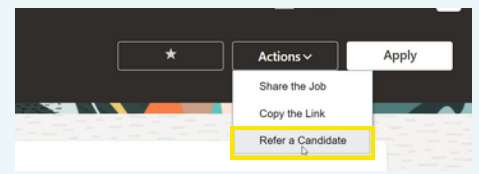
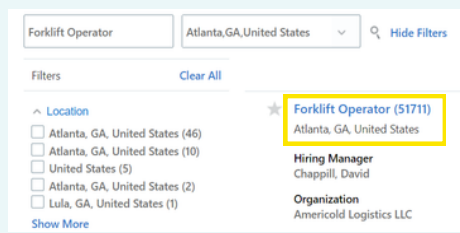
Then, select **Current Jobs**.



2 In the search bar, enter the keywords for the role you are trying to refer for, such as job title, req #, or location. Then click on the magnifying glass.

3 On the **Jobs** page, click on the position title to open the **Job Info.** page.

4 From the **Job Info.** page, click the **Actions** dropdown on the top right-hand corner of the page. Select **Refer a Candidate**.



5 Provide the candidate's email address. Then click **Continue**.

6 Next, complete all required fields in the Referral Info. Then click **Continue**.

1 Candidate Email

*Email Address

testemail@domain.com

Continue

2 Referral Info

*First Name

Middle Name

Last Name

*Preferred First Name

Title

Previous Last Name

Prefix

Suffix

Candidate Preferred Language

Mobile Phone

American English

Message to Candidate

Hi Test Name, I have submitted you for the Forklift Operator position at Americold. Please view the position requirements and apply.

I also want to provide an endorsement

Endorsement

Test Name is the best person for this position because they have the knowledge, skills, and experience required.

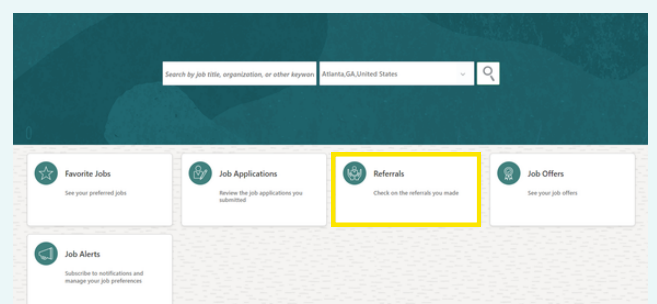
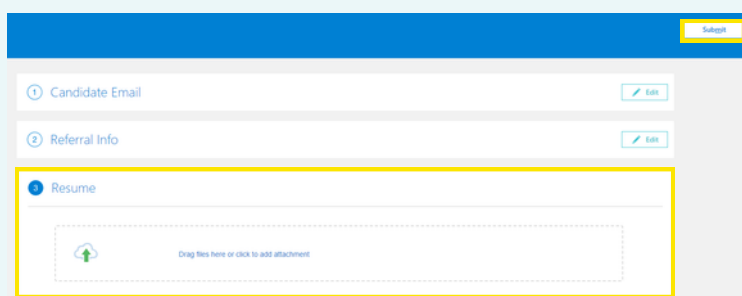
Rating

★★★★★

Continue

7 You may attach the candidate's resume. Then click **Submit**. **Please note:** This step is optional.

8 To check on the referrals you have created, return to the **Current Jobs** page.



9 The candidate you referred will receive an email containing the link to apply.

In order to qualify as a referral applicant, **the candidate will need to apply for the position using the link in their email.**

