

First, Log in to Oracle.

Click here to log in



Need Help Logging into Oracle?

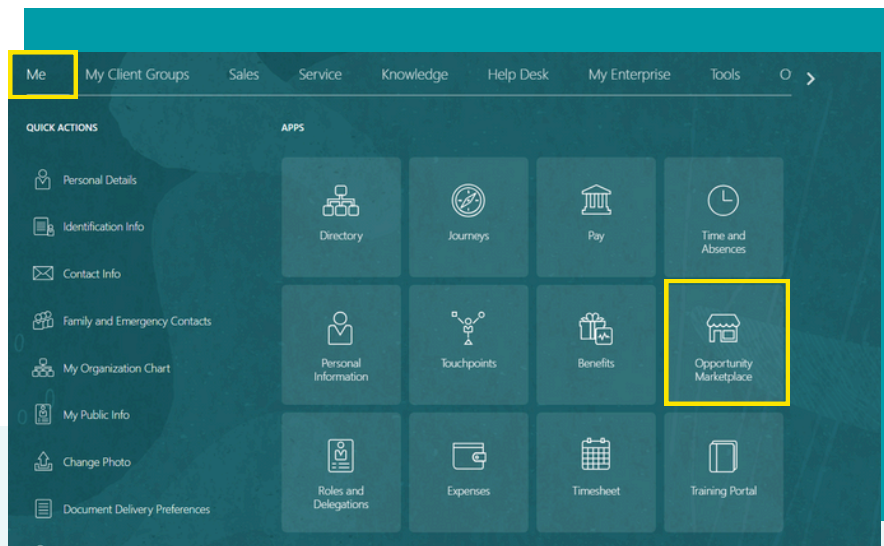
Click "Forgot Password" on the Oracle login page.

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.

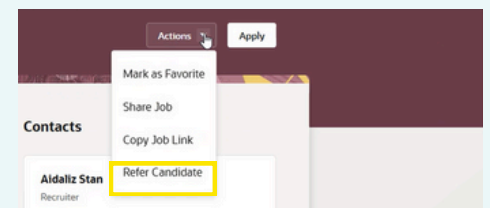
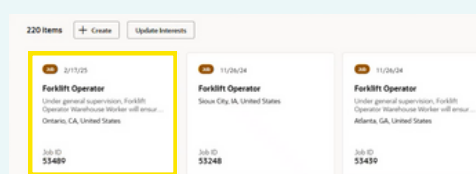
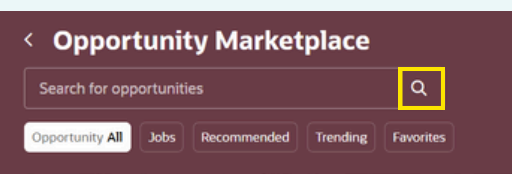
Then, select **Opportunity Marketplace**.



2 In the search bar, enter the keywords and/or location for the role you would like to apply for. Then click on the magnifying glass.

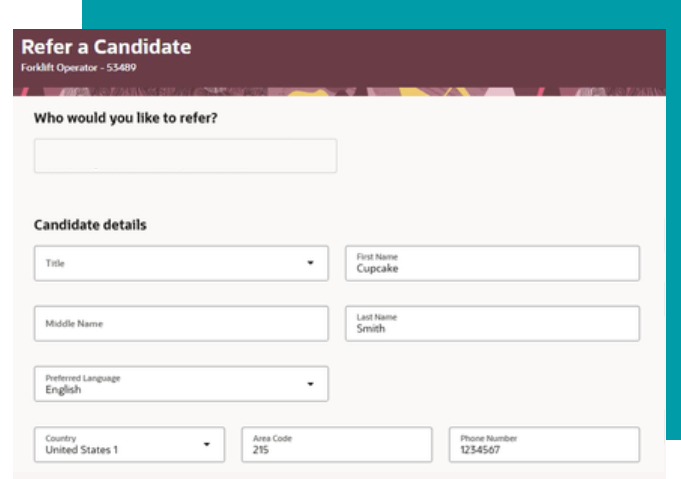
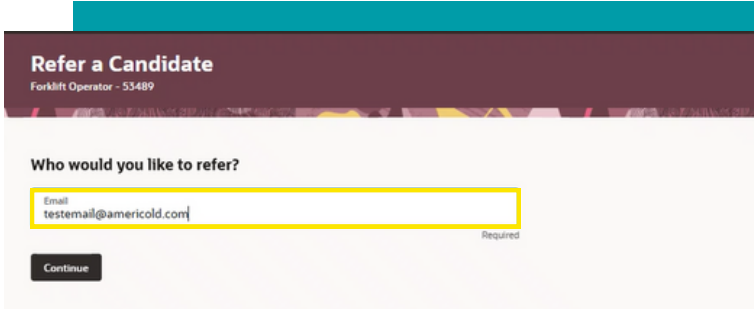
3 In the search results, click on the job tile to open the **Job Info.** page.

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



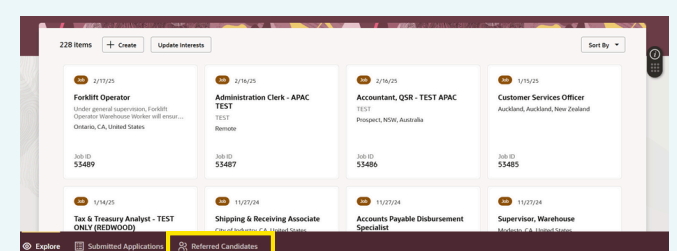
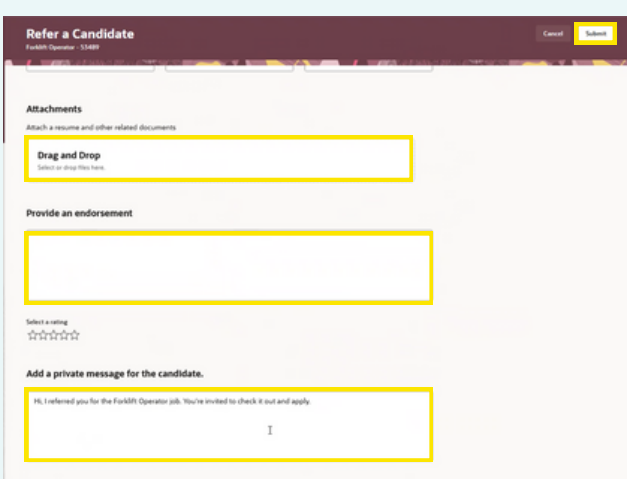
5 Provide the candidate's email address. Then click **Continue**.

6 Next, complete all required fields in the **Candidate Details** section.



7 You may attach the candidate's resume, provide an endorsement, or add a private message for the candidate. 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.**

