



Employee Referral Program


Applicant & Employee



University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Hot Jobs

Jobs that have been flagged with the **Referral Program ID** field are referral eligible and will show as a Hot Job with the fire symbol for applicants. Jobs with the Hot Job symbol will show at the top of the list of job openings.

Senior Auditor	Job ID 38065	
	Location UM System - Columbia	
	Department Internal Auditing	
	Job Family Legal & Compliance	>
	Business Unit University of MO-System	
	Posted Date 09/08/2021	
	Close Date Open Until Filled	
<hr/>		
HUMAN RESOURCES SPECIALIST II	Job ID 39557	
	Location Columbia	
	Department VP Human Resources	
	Job Family	>
	Business Unit University of MO-System	
	Posted Date 01/20/2022	
	Close Date 03/09/2022	



Application Process

During **step 8** of the application process, the applicants identify the source, or employee, that led them to the job opening. To start an employee referral, the applicants select the '*Employee- Current*' option. Retirees and former employees may be entered but are not eligible for the incentive.

HR SERVICE CENTER MANAGER

1 Start Complete

2 Resume Complete

3 Attachments Complete

4 Work Experience Complete

5 Education Complete

6 Accomplishments Complete

7 References Complete

8 Referrals In Progress

Step 8 of 11: Referrals

Referrals

*How did you learn of the job?

Specific Referral Source

- Employee- Current
- Employee- Retiree/Former
- Job Posting
- Other
- Website



Provide referral details

The applicant must provide the referring employee's name and an email address (work or personal) for the referring employee. Once the application is submitted, the system automatically triggers an email to the referring employee.

HR SERVICE CENTER MANAGER

1 Start
Complete

2 Resume
Complete

3 Attachments
Complete

4 Work Experience
Complete

5 Education
Complete

6 Accomplishments
Complete

7 References
Complete

8 Referrals
In Progress

Step 8 of 11: Referrals

Referrals

*How did you learn of the job? Employee- Current

Specific Referral Source

*Name of Referring Employee Hermione Granger

Email Address GrangerHJ@hogwarts.edu

Member of Your Family No



Referring employee receives email

The employee that referred the applicant receives an email. The employee must log into myHR and enter the Tracking ID and Password. This step is necessary to align the referral to the employee ID for award tracking.

-----Original Message-----

From: peoplesoft@umsystem.edu

Sent: Monday, January 31, 2022 9:52 AM

TO: Granger, Hermione J <GrangerHJ@hogwarts.edu>

Subject: Employee Referral for Tester,Referral

AUTO-NOTIFICATION - PLEASE RESPOND IN YOUR MYHR ACCOUNT - DO NOT REPLY DIRECTLY TO THIS EMAIL

This is a notification to inform you that an applicant, Tester,Referral, has submitted their application and has noted that you are the person who referred them to the University of Missouri. You are receiving this email because you may be eligible for an Employee Referral Incentive, pursuant to HR-126 Employee Referral Incentive Program.

If eligible for the incentive, your action is needed by logging into myHR and following the instructions below.

1. Log into your myHR account at myhr.umsystem.edu
2. Click on the Employee Actions tile.
3. On the Confirm Referral Page, enter the Referral Track ID 64196534RT61816175 and the password 849117 to acknowledge your referral of this candidate.

Your response in myHR is required in order to be eligible for the Employee Referral Incentive. Failure to confirm your referral acknowledgement could make you ineligible for the incentive. Please note: per policy, certain positions are ineligible for the incentive and will be identified prior to payment. See HR-126 for details.

Thank you for your efforts with recruiting quality candidates for University of Missouri employment.

Sincerely,

Human Resources







Confirming Referral

The employee logs in to myHR, then clicks on the **Employee Actions** tile



The Confirm Referral page displays.

 Confirm Referral	Confirm Referral - Access Page
 Check Referral Status	Granger, Hermione Jean
 Dependent/Beneficiary Info	Please enter the Referral Track ID and password supplied in the e-mail that was recently sent to you, then select the Submit button.
 Form 1095-C Consent	Referral Track ID <input type="text"/>
	Password <input type="password"/>
	<input type="button" value="Submit"/> <input type="button" value="Clear"/>



Confirming Referral

Enter the *Referral Track ID* and *Password* from the email, then click **Submit**.
When prompted, confirm the referral by clicking **Refer This Applicant**.

Please enter the Referral Track ID 89390287RT433503230 and the Password 782086 in the Confirm Referral page to acknowledge your referral of this candidate.

Confirm Referral - Access Page

Granger, Hermione Jean

Please enter the Referral Track ID and password supplied in the e-mail that was recently sent to you, then select the Submit button.

Referral Track ID: 89390287RT433503230

Password:

Submit Clear

Confirm Referral

Granger, Hermione Jean

Please review the applicant's name. If you want to be the referral source for this applicant, Select Refer This Applicant button. Otherwise, select Cancel button to end this transaction.

Applicant Information

Name: Tester,Referral

Refer This Applicant Cancel



Check Referral Status

Review the status of the Referral to see that it has been submitted. You will see when the job is still Open or Filled/Closed, but you will not see the candidate that was chosen. This is for reference to see you submitted the applicant.

- Confirm Referral
- Check Referral Status**
- Dependent/Beneficiary Info
- Form 1095-C Consent

Review Referral

Granger, Hermione Jean

Select an Applicant to view referral details.

Referred Applicants

Tester, Referral

Review Referral Details

Granger, Hermione Jean

Applicant Information

Applicant Name Tester, Referral
Hire Date 03/25/2022
Title BUSINESS OPS ASSOCIATE SR

Job Requisitions Referred

Job Opening	Posting Title	Requisition Status	Status Date
40982	BUSINESS OPS ASSOCIATE SR	110 Filled/Closed	03/29/2022





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