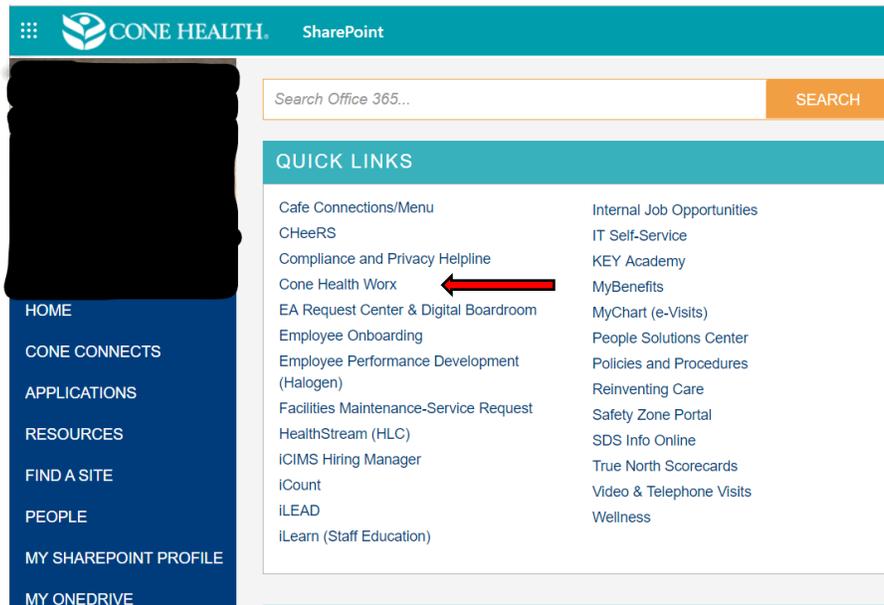


How To Submit A Referral

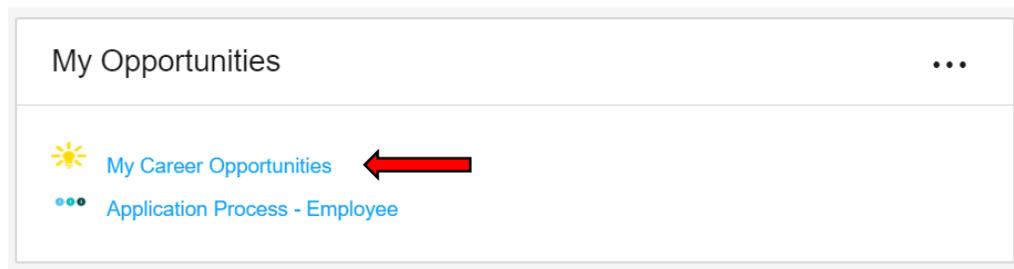
IMPORTANT: To be eligible for the employee referral bonus, your referrals **MUST** use the link they are emailed from you using the steps outlined below. You will not receive the bonus otherwise.

To submit a referral, you first must login as an internal employee and navigate to our internal job postings. The steps to do that are listed below.

1. Go to your Cone Health Intranet and click on Cone Health Worx



2. Scroll down to the “My Opportunities” box and click “My Career Opportunities”



3. At the top right of the page, choose “Internal Candidates”. This will take you to your dashboard.



Referral type will determine your next steps. Both are outlined for you below.

1. Do you know someone who would be a great fit for Cone Health’s culture but do not know as specific role for them to apply to? If so, the following directions will show you how you would submit them as a referral.

- a. On your Dashboard click “Make a General Referral”.

Welcome to your Dashboard

Below are your options for managing your profile and reviewing the status of jobs you have applied to.

General Options

 Update Your Profile	 View Current Job Opportunities	 Make a General Referral
 Manage Email Subscriptions		

You have not submitted your profile to any jobs.

- b. You will be taken to the below page where you will enter in your referral’s information. This will send them a link where they can browse our open positions and submit their application.

General Referral

Refer your friend!

Please tell us how we can get in touch with you and your friend. Fields marked with * are required.
* indicates a required field.

Please tell us about your friend

First Name*	Last Name*	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter comments you would like your referral to see

Submit Referral

2. Do you know someone who would be a great fit for a specific job opening? If so, the following directions will show you how to submit them as a referral.

- a. On your Dashboard click “View Current Job Opportunities”.

Welcome to your Dashboard

Below are your options for managing your profile and reviewing the status of jobs you have applied to.

General Options

 Update Your Profile	 View Current Job Opportunities	 Make a General Referral
 Manage Email Subscriptions		

You have not submitted your profile to any jobs.

- b. Once on the job postings page you will navigate to the position you want the candidate to apply for and ensure it is posted externally by looking for the posting status “posted externally and internally”. If it says “posted internally” then this is **not** a role you can send to an external applicant. Once you have identified the role you want to send, click the title to open it.
- c. Once you have opened the posting you will choose the option to the right that says, “Email this job to a friend”.

Molecular Imaging Tech

ID	2021-6547	Alamance Regional Medical Center	Division : Name	Alamance Regional Medical Center	Department : Name	ARMC-MOLECULAR IMAGING			
Category	RADIOLOGY	Position SubCategory	RAD-MOLECULAR	Position Type	Relief (PRN)	Relationship to Org	Employee	Exempt/NonExempt	Non-Exempt
Requisition Post Information*	Posted Date	1 day ago	FTE	0.00	On call Required	Yes	Min Salary	USD \$26.00/Hr.	

Overview

Apply for this job online

Email this job to a friend

- c. You will be taken to the below page where you will enter in your referral’s information. This will send them a link that will take them to the specific job posting and then they can apply.

General Referral

Refer your friend!

Please tell us how we can get in touch with you and your friend. Fields marked with * are required.
* indicates a required field.

Please tell us about your friend

First Name* Last Name* Email*

Enter comments you would like your referral to see

[Submit Referral](#)

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