

# Configure Employee Referrals

1

Access the Core tab of Page Options

2

Click the Referrals Edit icon

3

Select Account Creation Form Management fields

4

Create National Identifier rules

5

Create Duplication rules and click Submit

6

View your settings on the Refer a Friend screen

Dashboard

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Employees ▾

🔄 👤

## Main Dashboard

In this click-thru, you will configure Employee Referrals and view your new configuration settings on the Refer a Friend screen.

Click or tap each step on the screen to advance.

Begin

Kathryn Admin	12 Apr 2018	12 May 2018	+
Re ne Admin	18 Apr 2018	None	+
Eped to Administrator	None	None	+

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1

Click the Administration icon

Dashboard

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## Main Dashboard

Get More Widgets

### Alerts

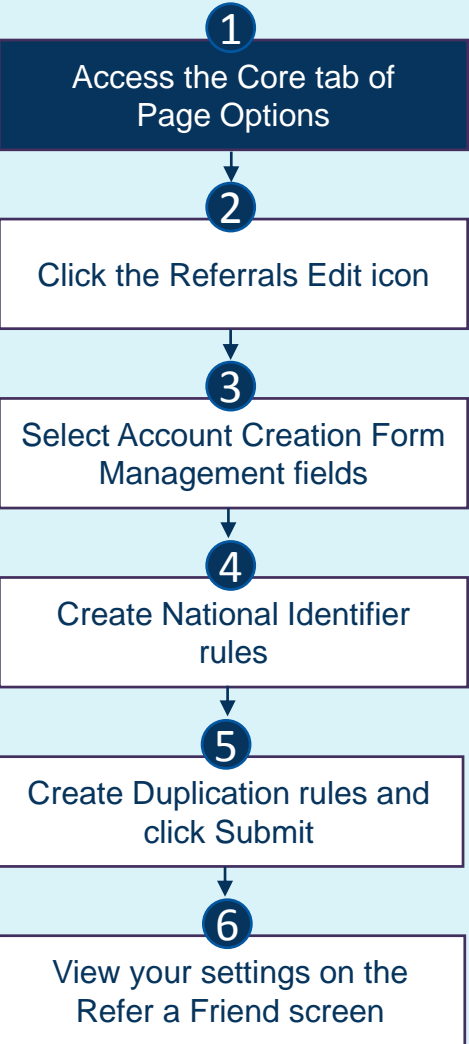
- New Tuition Assistance Requests (13)
- Score this Appraisal - Appraisal (Project Metrics Test) Reine Admin

Show All

### Continuous Feedback

EMPLOYEE	MOST RECENT MEETING	NEXT MEETING	ACTION
Kathryn Admin	12 Apr 2018	12 May 2018	+
Reine Admin	18 Apr 2018	None	+
Epepito Administrator	None	None	+

# Configure Employee Referrals



ADMINISTRATION

Administration

Recruiting

Configuration

Application Restriction Rules  
Diversity Data Collection  
Dynamic Forms  
External Front Ends  
Kiosks  
Teams  
Terms of Use  
Workflows

Onboarding

Welcome Page  
Task Management  
Document Library  
Bundles  
Recipients

Cross-Posting

Accounts  
Authorization Requests  
Site Selection

Vendors

Accounts  
Charge Codes  
Distribution Lists  
Locations

Employee Referral Program

Approve Earned Awards  
Pay Installments  
Manage Referral Awards  
Approve Award Plans  
Manage Award Plans by Requisition

Résumés

Résumé Deletions

Benefits

Benefit Packages  
Benefits

Performance

Appraisals

360s  
360 Workflows

Development

Career Path Templates  
Potential Rating Tips

Succession Planning

Manage Succession Plans  
Configure 9 Box

Global Settings

System Administration

Custom Menus  
Drop-down and Multi-Select Lists  
FAQs  
Features  
Groups  
Languages  
Notification Events  
Page Options  
System Settings

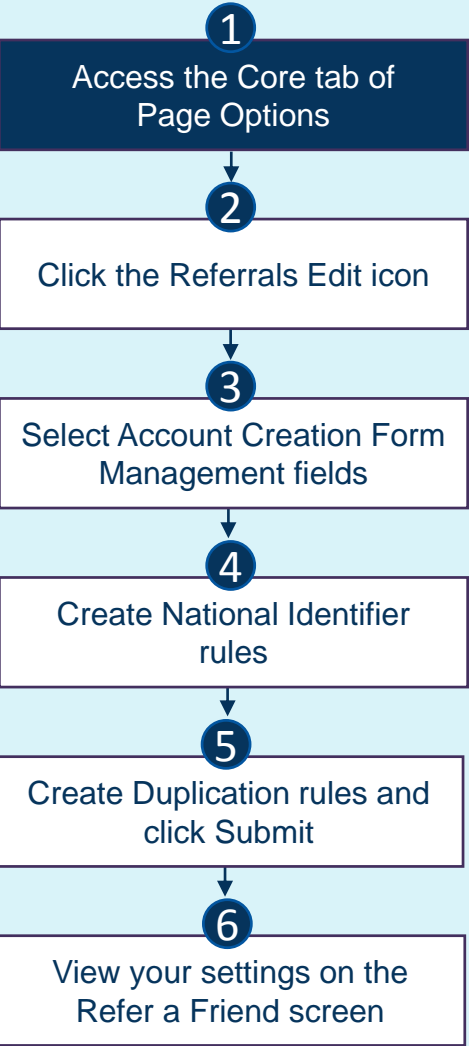
Your Organization

Approval Chains  
Competencies  
Documents  
Skills  
Users  
View Off-Boarded Users

1 Scroll to the Global Settings, System Administration area and click **Page Options**

<https://docenhancement.awsqa.hua.hrsmart.com/hr/hua/PageOptions/index>

# Configure Employee Referrals



Deltekt Talent Management

Application Development Testing Company

English

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Administration / Global Settings / System Administration / Page Options

Page Options

1

Click the **Core** tab

RECRUITING

CORE

Job Search

Internal Job Search Options

This controls the page options for the **internal** job search.

External Job Search Options

This controls the page options for the **external** job search.

Hourly Job Search Options

This controls the page options for the external **hourly** job search.

Job Details

Hourly Job Details Fields

This controls the page options for the **hourly** job details screen.

Internal Job Details Fields

This controls the page options for the **internal** job details screen.

External Job Details Fields

This controls the page options for the **external** job details screen.

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Page Options

RECRUITING

CORE

▼ User Uniqueness & Account Creation Management

Contact

This controls the uniqueness criteria and account creation form for a **Contact** when added as a Candidate to a Requisition.

External Job Seeker

This controls the uniqueness criteria and account creation form for the **External** job seeker.

Internal Employee

This controls the uniqueness criteria and account creation form for

Recruiting User Upload

This controls the uniqueness criteria and account creation form for R uploaded résumés.

Referrals

This controls the uniqueness criteria and account creation form for **Referrals**.

Vendor Submitted Résumé

This controls the uniqueness criteria and account creation form for **Vendor** submitted résumés.

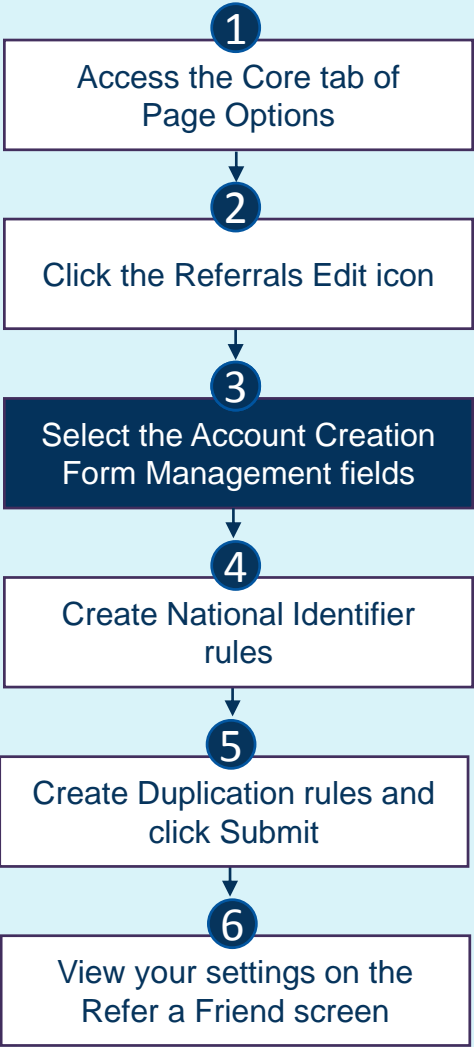
2

Click the Edit icon for the Referrals account type

https://docenhancement.awsqa.hua.hrsmart.com/hr/hua/PageOptions/update/ats%7CReferral%7CaddReferral

v15.1-rc.2

# Configure Employee Referrals



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## Referrals

### Account Creation Form Management

To show a field on the form, check the box in the "Display" column. To make a field required, check the box in the "Mark Required" column.

SECTION	FIELD	DISPLAY	MARK REQUIRED
Basic Information	Username	<input type="checkbox"/>	<input type="checkbox"/>
	First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Middle Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Address One	<input type="checkbox"/>	<input type="checkbox"/>
	Address Two	<input type="checkbox"/>	<input type="checkbox"/>
	Address Three	<input type="checkbox"/>	<input type="checkbox"/>
	Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ST/PR	<input type="checkbox"/>	<input type="checkbox"/>
	City	<input type="checkbox"/>	<input type="checkbox"/>
	Zip/Postal Code	<input type="checkbox"/>	<input type="checkbox"/>

3 Check the box in the DISPLAY column for each field you want to show on the Account Creation forms, like the Refer a Friend screen

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Click the Referrals Edit icon

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Select the Account Creation Form Management fields

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Create National Identifier rules

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Create Duplication rules and click Submit

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View your settings on the Refer a Friend screen

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REPORTS



## Referrals

### Account Creation Form Management

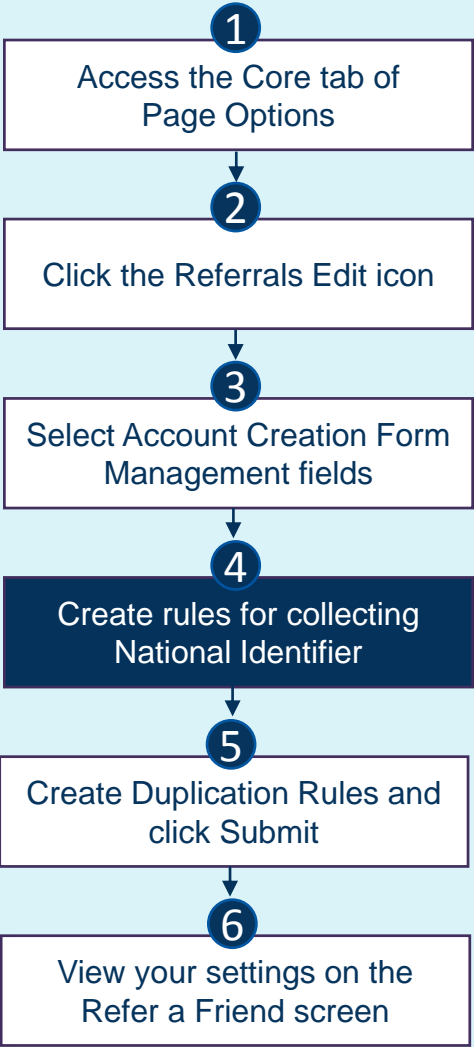
To show a field on the form, check the box in the "Display" column. To make a field required, check the box in the "Mark Required" column.

SECTION	FIELD	DISPLAY	MARK REQUIRED
Basic Information			
	Username	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Middle Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Address One		<input type="checkbox"/>
	Address Two		<input type="checkbox"/>
	Address Three		<input type="checkbox"/>
	Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ST/PR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	City	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Zip/Postal Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3

Check the box in the MARK REQUIRED column for each field you want to require

# Configure Employee Referrals



SECTION	FIELD	DISPLAY	MARK REQUIRED
Contact Details			
	Phone Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Follow the steps on the next few slides to create rules for how you collect National Identifiers from users

## National Identifier Collection

Use this section to create the rules for collecting the National Identifier from the user when completing the Account Creation form. Select the Country, the Basis for Display, and the Rule. Click the "Add Rule" button after each entry.

COUNTRY	BASIS FOR DISPLAY	COUNTRY	BASIS FOR DISPLAY	RULE	ACTION
<div>-- Select --</div>	<div>-- Select --</div>	United States of America (SSN)	Country of residence	Display only	<div>✕</div>

4

Click the drop-down for a list of countries

## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.



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Click the Referrals Edit icon

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Select Account Creation Form Management fields

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Create rules for collecting National Identifier

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Create Duplication Rules and click Submit

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View your settings on the Refer a Friend screen

SECTION	FIELD	DISPLAY	MARK REQUIRED
	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
	Preferred Method of Electronic Communication	<input type="checkbox"/>	<input type="checkbox"/>
	Mobile Phone Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## National Identifier Collection

Use this section to create the rules for collecting the National Identifier from the user when completing the Account Creation form. Select the Country, the Basis for Display, and the Rule. Click the "Add Rule" button after each entry.

COUNTRY	BASIS FOR DISPLAY	COUNTRY	BASIS FOR DISPLAY	RULE	ACTION
<div>-- Select -- -- Select -- Brazil (CPF) Canada (SIN) France (NIR) India (PAN) Italy (CF) South Africa (ID Number) United Kingdom (NINO) United States of America (SSN)</div>	<div>-- Select --</div>	United States of America (SSN)	Country of residence	Display only	✕

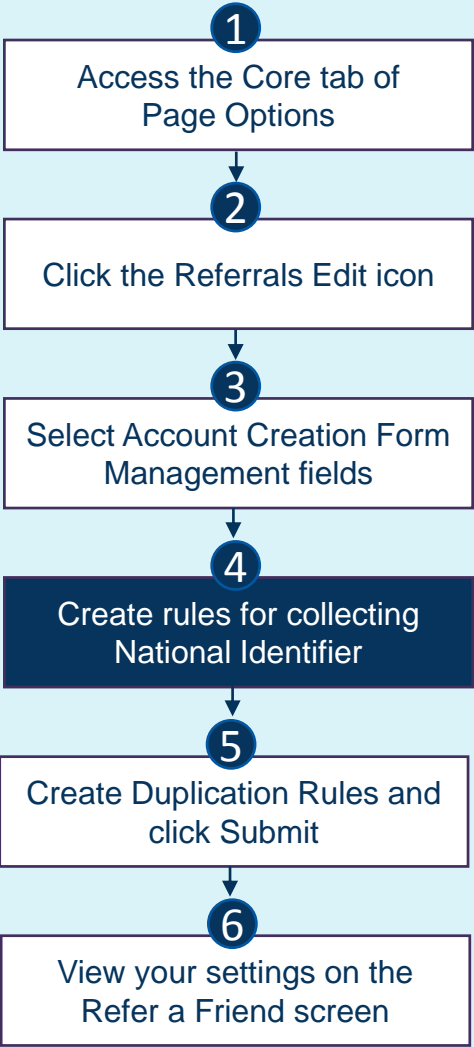
4

Select the country to associate with the rule

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.
- The **Deny rule** will check against the selected criteria and display an error message to the job seeker/user that a duplicate has been found.
  - If it's a job seeker, the system will prompt him to retrieve his login so that he can access the account he previously created.

# Configure Employee Referrals



SECTION	FIELD	DISPLAY	MARK REQUIRED
	Phone Number		
	Preferred Method of Ele		
	Mobile Phone Number		

### National Identifier Collection

Use this section to create the rules for collecting the Nation Display, and the Rule. Click the "Add Rule" button after each

ITRY	BASIS FOR DISPLAY
zil (CPF)	<div>-- Select -- -- Select -- Always Country of residence Requisition primary location Either residence or req. location</div>

Add Rule

4

Select the Basis for Display:

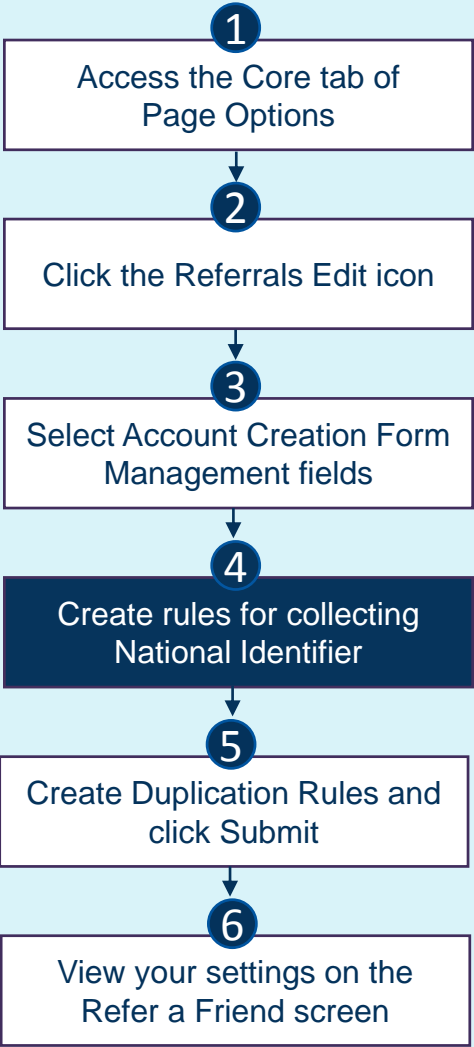
- **Always**
- **Country of residence** – National identity asked only if the applicant resides in the selected country
- **Requisition primary location** – National identity asked only if the primary location of the requisition is in the selected country
- **Either residence or req. location** – National identity asked if either of the above are true

### Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.
- The **Deny rule** will check against the selected criteria and display an error message to the job seeker/user that a duplicate has been found.

# Configure Employee Referrals



SECTION	FIELD	DISPLAY	MARK REQUIRED
Contact Details			
	Phone Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Preferred Method of Electronic Communication	<input type="checkbox"/>	<input type="checkbox"/>
	Mobile Phone Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## National Identifier Collection

Use this section to create the rules for collecting the National Identifier from the user when completing the Account Creation form. Select the Country, the Basis for Display, and the Rule. Click the "Add Rule" button after each entry.

COUNTRY	BASIS FOR DISPLAY	RULE	ACTION
<div><div></div><div>-- Select --</div></div>	<div><div></div><div>-- Select --</div></div>	<div><div></div><div>-- Select --</div><div>-- Select --</div><div>Display only</div><div>Display and require</div></div>	
<div>Add Rule</div>			

4

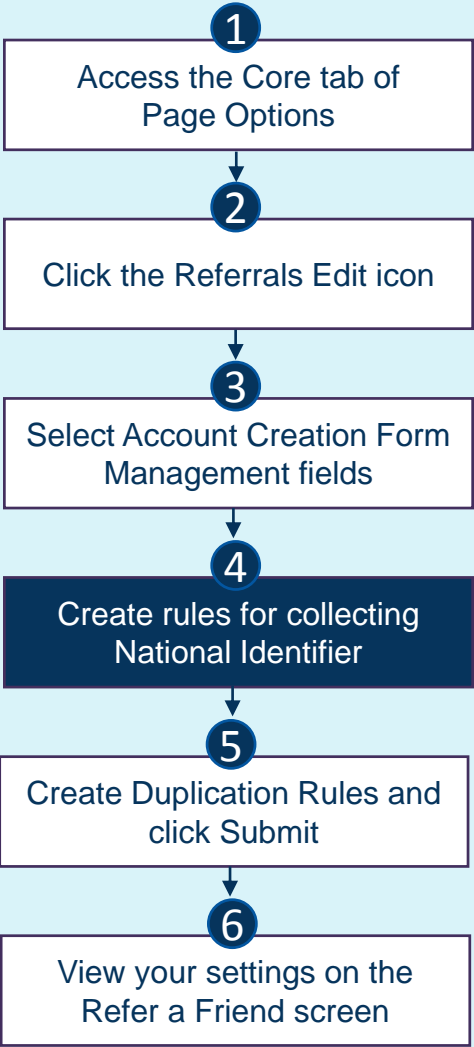
Select whether the National identifier input field will display on the screen, or whether it will display and be marked as a required field

## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.

# Configure Employee Referrals



SECTION	FIELD	DISPLAY	MARK REQUIRED
Contact Details			
	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
	Preferred Method of Electronic Communication	<input type="checkbox"/>	<input type="checkbox"/>
	Mobile Phone Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## National Identifier Collection

Use this section to create the rules for collecting the National Identifier from the user when completing the Account Creation form. Select the Country, the Basis for Display, and the Rule. Click the "Add Rule" button after each entry.

BASIS FOR DISPLAY	RULE	COUNTRY	BASIS FOR DISPLAY	RULE	ACTION
<div><div></div><div>Always</div><div></div></div>	<div><div></div><div>Display only</div><div></div></div>	United States of America (SSN)	Country of residence	Display only	<div>✕</div>

Add Rule

4

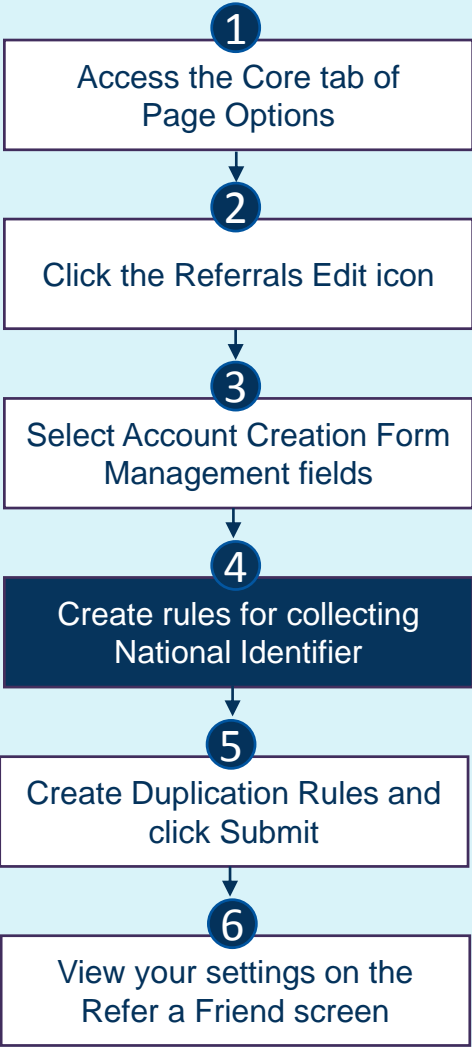
Click Add Rule

## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.

# Configure Employee Referrals



SECTION	FIELD	DISPLAY	MARK REQUIRED
Contact Details	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
	Preferred Method of Electronic Communication	<input type="checkbox"/>	<input type="checkbox"/>
	Mobile Phone Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## National Identifier Collection

Use this section to create the rules for collecting the National Identifier, Basis for Display, and the Rule. Click the "Add Rule" button after each entry.

The new rule is added to the grid on the right. To remove a rule, click the Delete icon in the Action column

BASIS FOR DISPLAY	RULE	COUNTRY	BASIS FOR DISPLAY	RULE	ACTION
<div><div></div>Always</div>	<div>Display only</div>	United States of America (SSN)	Country of residence	Display only	
<div>Add Rule</div>					
		Brazil (CPF)	Always	Display only	

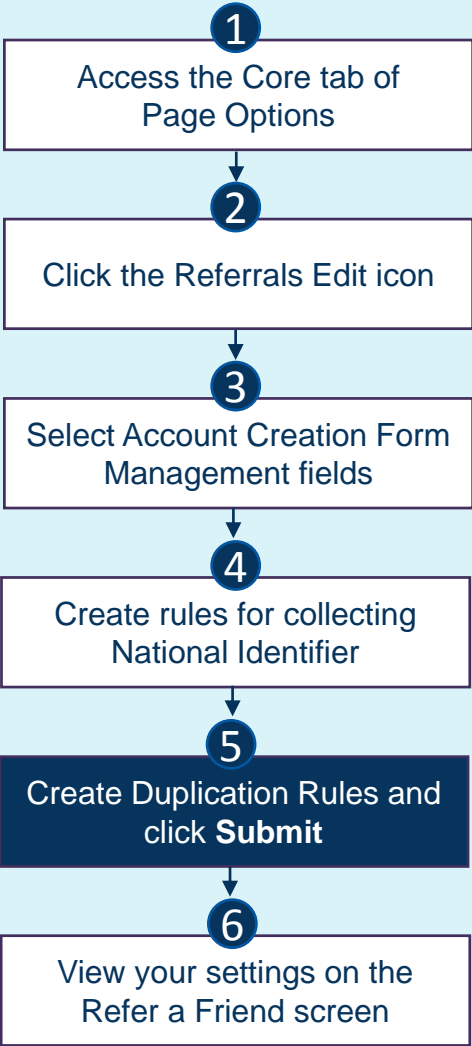
## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that they should *continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate.

4 Click the arrow to scroll down to the Duplication Rules section

# Configure Employee Referrals



## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the Available Fields area and drag each into the Selected Fields area. NOTE: The system will use all

- The **Warn but Allow** rule will check against the selected criteria and if it matches, the system will *continue creating the account*. NOTE: Using this type of rule:
  - If it's a job seeker, the system will prompt him to
  - If it's another user, such as a recruiter or vendor,
- The **Deny** rule will check against the selected criteria and if it matches, the system will *block the creation of the account*. NOTE: Using this type of rule:
  - If it's a job seeker, the system will prompt him to
  - If it's another user, such as a recruiter or vendor,

A Duplication Rule allows you to:

- Specify the data to use to determine if a referral is added as a duplicate
- Determine whether to display:
  - a warning, but allow the creation of the duplicate
  - an error message and block the creation of the duplicate

Available Fields

- First Name
- Middle Name
- Last Name
- Address One
- Address Two
- Address Three
- Country
- ST/PR

Selected Fields

Rule Type	Fields	Action
Deny	Username	x
Deny	E-mail	x
Deny	Mobile Phone Number	x
Deny	First Name AND Last Name AND Address One AND Address Two AND Address Three AND City AND ST/PR	x
Deny	First Name AND Last Name	x
Deny	CPF	x

RULE TYPE:

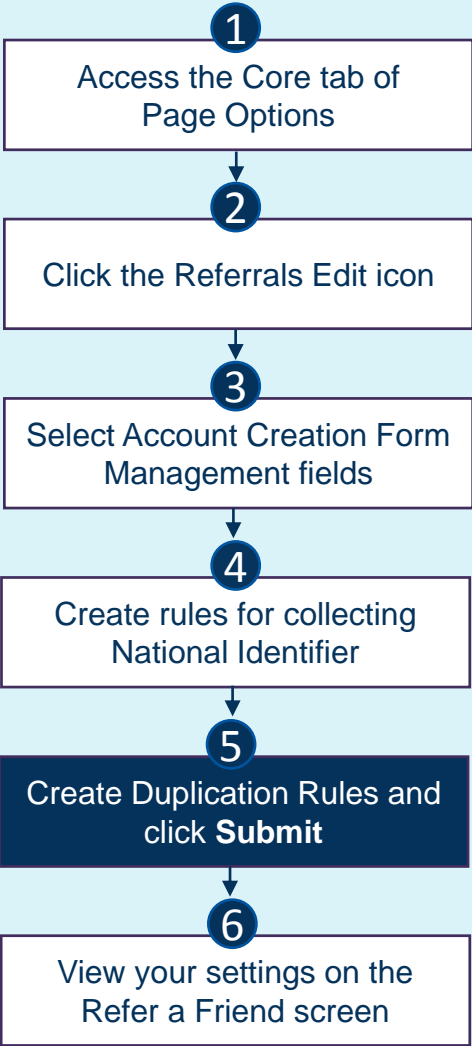
☐ Warn but Allow ☐ Deny

Add Rule

To select the data to use to determine duplication, select fields from the Available Fields area and drag them to the Selected Fields area.

Continue

# Configure Employee Referrals



## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.
- The **Deny rule** will check against the selected criteria and display an error message to the job seeker/user that a duplicate has been found.
  - If it's a job seeker, the system will prompt him to retrieve his login so that he can access the account he previously created.
  - If it's another user, such as a recruiter or vendor, the system will not allow him to proceed with creating the account.

5 Select what happens when a duplicate referral is added. See the top of the screen for field descriptions

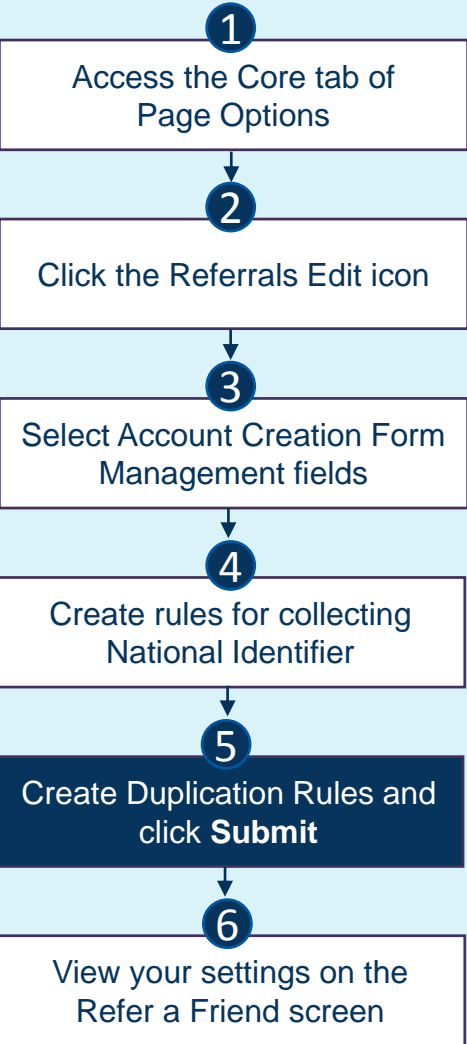
Available Fields	Selected Fields	TYPE	CRITERIA
<input type="checkbox"/> First Name	<input checked="" type="checkbox"/> First Name		
<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Middle Name		
<input type="checkbox"/> ST/PR	<input checked="" type="checkbox"/> ST/PR		
<input type="checkbox"/> County	<input checked="" type="checkbox"/> County		
	<input checked="" type="checkbox"/> City	Deny	SSN
	<input checked="" type="checkbox"/> Zip/Postal Code	Deny	First Name AND Last Name AND Address One AND Address Two AND Address Three AND City AND ST/PR AND Country
	<input checked="" type="checkbox"/> Country	Warn but Allow	First Name AND Last Name

RULE TYPE:  
☐ Warn but Allow ☐ Deny

Add Rule



# Configure Employee Referrals



## Duplication Rules

There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that a possible duplicate has been found *but also allow him to continue creating the account*. NOTE: Using this type of rule could allow duplicates of the same job seeker/user.
  - If it's a job seeker, the system will prompt him to retrieve his login information or continue creating the account.
  - If it's another user, such as a recruiter or vendor, the system will advise that this is a possible duplicate but allow him to continue creating the account.
- The **Deny rule** will check against the selected criteria and display an error message to the job seeker/user that a duplicate has been found.
  - If it's a job seeker, the system will prompt him to retrieve his login so that he can access the account he previously created.
  - If it's another user, such as a recruiter or vendor, the system will not allow him to proceed with creating the account.

Available Fields	Selected Fields	TYPE	CRITERIA
<div><div>First Name</div></div>	<div><div>Last Name</div></div>	Deny	Username <span>✕</span>
<div><div>Middle Name</div></div>	<div><div>Address One</div></div>	Deny	E-mail <span>✕</span>
<div><div>ST/PR</div></div>	<div><div>Address Two</div></div>	Deny	Mobile Phone Number <span>✕</span>
<div><div>County</div></div>	<div><div>Address Three</div></div>	Deny	SSN <span>✕</span>
	<div><div>City</div></div>	Deny	First Name AND Last Name AND Address One AND Address Two AND Address Three AND City AND ST/PR AND Country <span>✕</span>
	<div><div>Zip/Postal Code</div></div>		
	<div><div>Country</div></div>		

RULE TYPE:

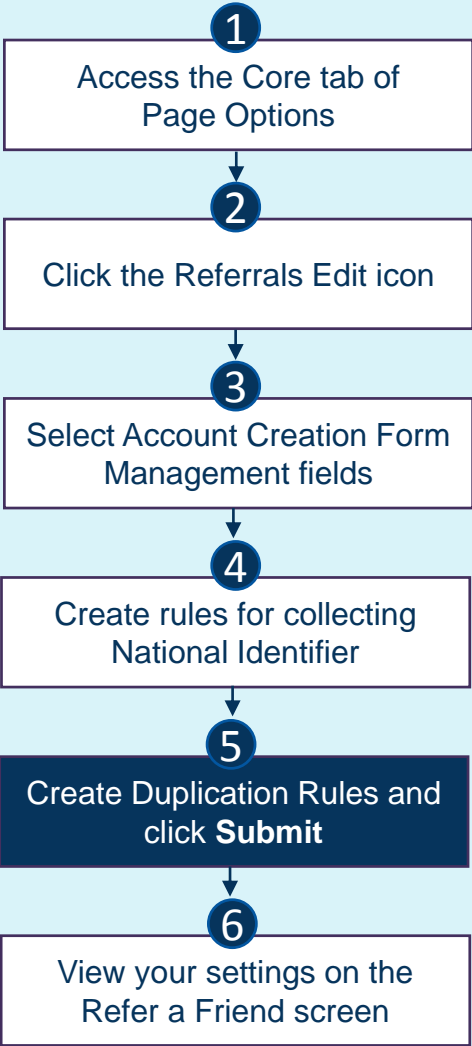
☐ Warn but Allow ☒ Deny

5 Click Add Rule

Add Rule



# Configure Employee Referrals



Available Fields

First Name

Middle Name

Last Name

Address One

Address Two

Address Three

Country

ST/PR

Selected Fields

TYPE	CRITERIA	
Deny	Username	×
Deny	E-mail	×
Deny	Mobile Phone Number	×
Deny	SSN	×
Deny	First Name AND Last Name AND Address One AND Address Two AND Address Three AND City AND ST/PR AND Country	×
Warn but Allow		
Deny	Last Name AND Address One AND Address Two AND Address Three AND City AND Zip/Postal Code AND Country	×

RULE TYPE:

☐ Warn but Allow ☐ Deny

Add Rule

✓ Submit

Cancel

5 Click **Submit** to save your Referrals Page Options settings

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# Configure Employee Referrals

1

Access the Core tab of Page Options

2

Click the Referrals Edit icon

3

Select Account Creation Form Management fields

4

Create rules for collecting National Identifier

5

Create Duplication Rules and click Submit

6

View your settings on the Refer a Friend screen

Dashboard

MY EMPLOYEES

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Success: Page options updated successfully.

Administration / Global Settings / System Administration / Page Options

## Page Options

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### Referrals

#### Account Creation Form Management

To show a field on the form, check the box in the "Display" column. To make a field required, check the box in the "Mark Required" column.

	DISPLAY	MARK REQUIRED
Username	<input type="checkbox"/>	<input type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Middle Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address One	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6

Open the Refer a Friend screen to see your changes. Click **Career Center**

# Configure Employee Referrals

1

Access the Core tab of Page Options

2

Click the Referrals Edit icon

3

Select Account Creation Form Management fields

4

Create rules for collecting National Identifier

5

Create Duplication Rules and click Submit

6

View your settings on the Refer a Friend screen

Dashboard

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PERFORMANCE

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SUCCESSION

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### Referrals

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To show a field on the form, check the box in the "Display" column. To make a field required, check the box in the "Mark Required" column.

SECTION	FIELD	DISPLAY	MARK REQUIRED
Registration Information	Username	<input type="checkbox"/>	<input type="checkbox"/>
	First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Middle Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Address One	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6

Click **Referrals**

# Configure Employee Referrals

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### Referrals

## Account Creation Form Management

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SECTION

FIELD

DISPLAY

MARK REQUIRED

Basic Information

Username



First Name



Middle Name



Last Name



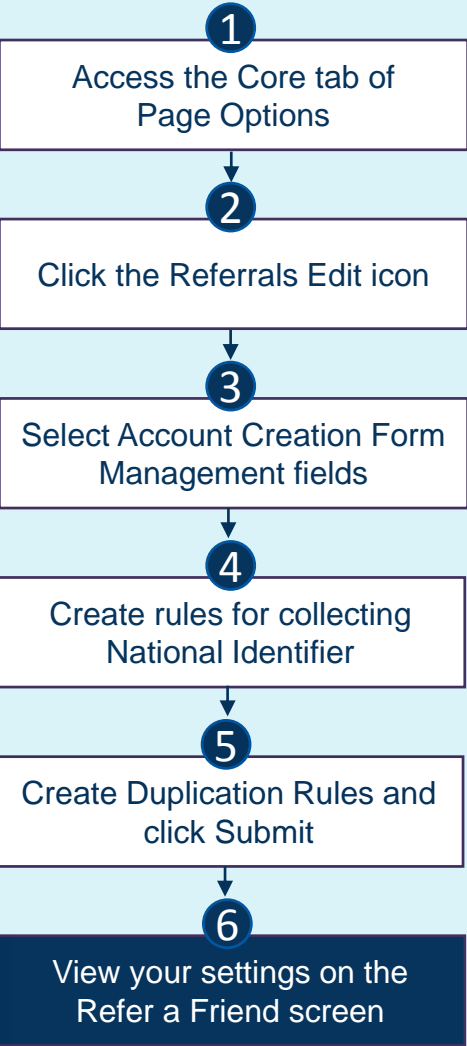
Address One



6

Click **Refer Someone**

# Configure Employee Referrals



☰

Deltak Talent Management

Application Development Testing Company

English ▾

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🔄 📌

Career Center / Referrals / Refer Someone

📄

Refer a Friend

Referrals ⚙️

Add a Résumé

FIRST NAME \*

MIDDLE NAME

LAST NAME \*

ADDRESS ONE

ADDRESS TWO

ADDRESS THREE

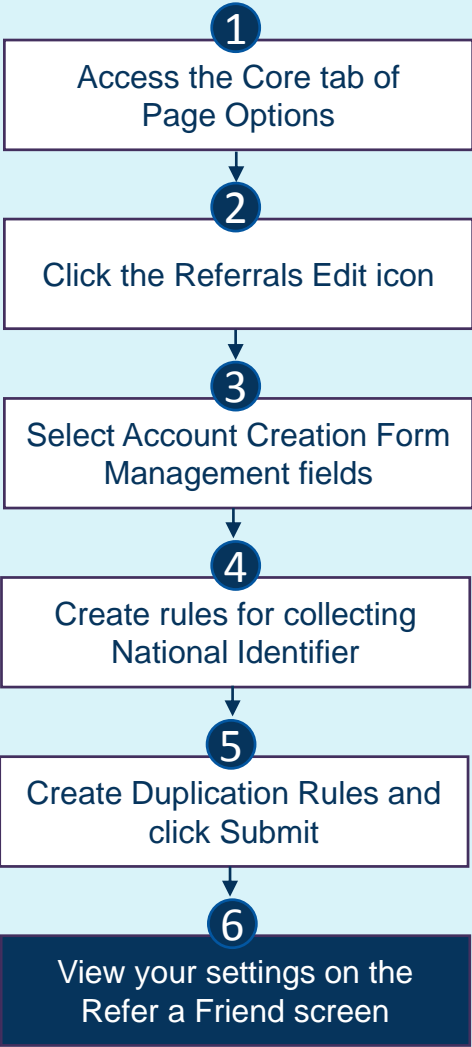
Fields selected in Step 3 display on the screen

All rules you created in steps 4 and 5 will apply to referrals

6

Click to scroll down and view additional fields

# Configure Employee Referrals



ADDRESS THREE

COUNTRY \*

ST/PR

CITY

ZIP/POSTAL CODE

COUNTY

SSN ⓘ

MOBILE PHONE NUMBER ⓘ

E-MAIL \*

CONFIRM E-MAIL \*

This concludes the Configure an Employee Referral click-thru