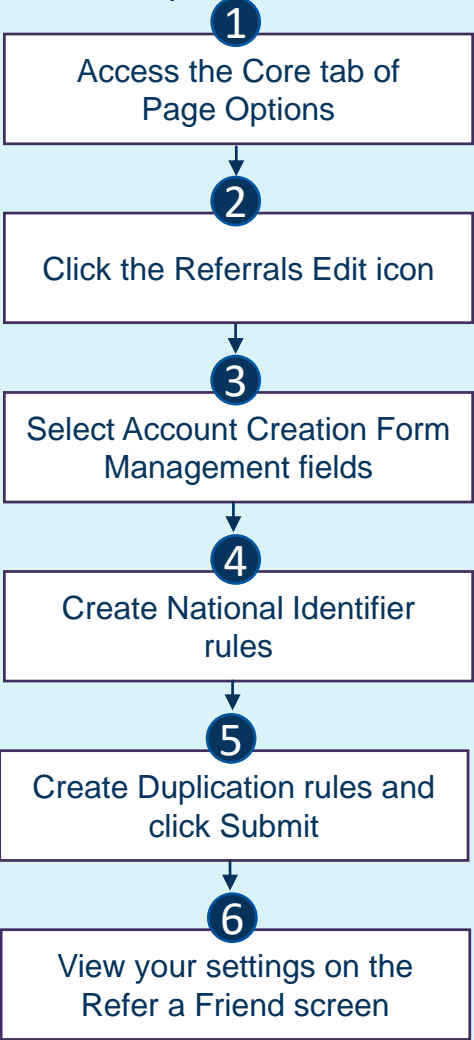


Employee Referrals Page  
Options Configuration  
Quick Steps



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English

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Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

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Main Dashboard

The high-level steps administrators use to create National Identifier and Duplication rules, and to view these settings on the Refer a Friend screen, are shown in the menu on the left.

Navigation

- Click the numbered circles on the left to move to the first step in each phase.
- Use the **Page Down** key to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Begin

Kathryn Admin

12 Apr 2018

12 May 2018

+

Re ne Admin

18 Apr 2018

None

+

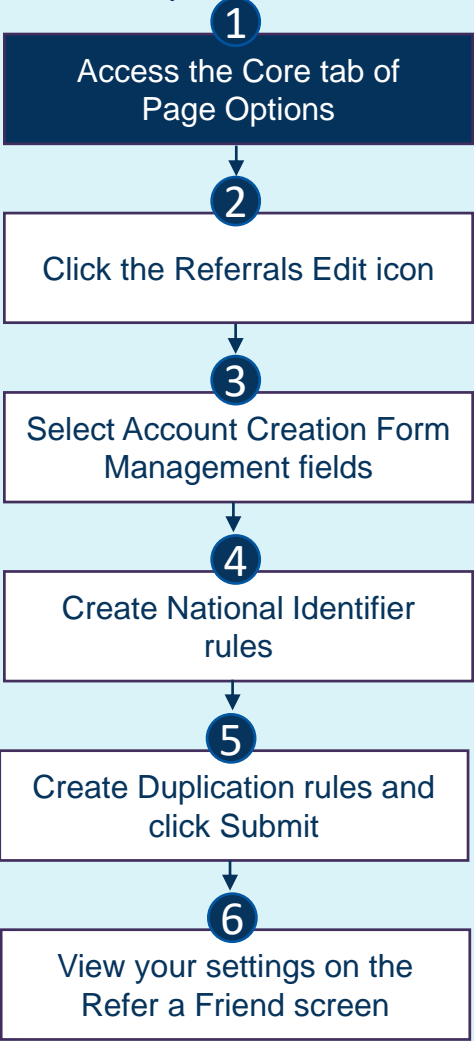
Eped to Administrator

None

None

+

Employee Referrals Page  
Options Configuration  
Quick Steps



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Calendar

1

Document

Help

Settings

User

Employees

Search...

1

Click the Administration icon

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Get More Widgets

Alerts

New Tuition Assistance Requests (13)

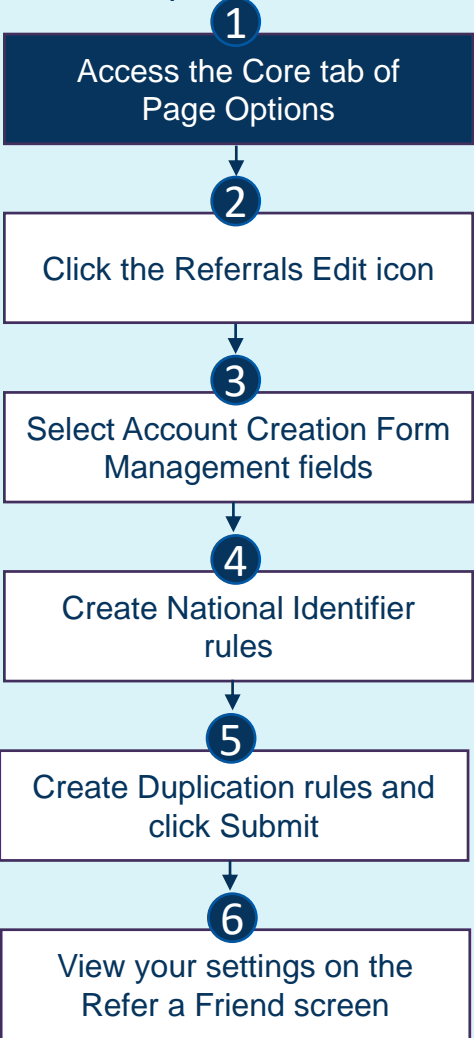
Score this Appraisal - Appraisal (Project Metrics Test) Reine Admin

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	+

Employee Referrals Page  
Options Configuration  
Quick Steps



ADMINISTRATION

Administration

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

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

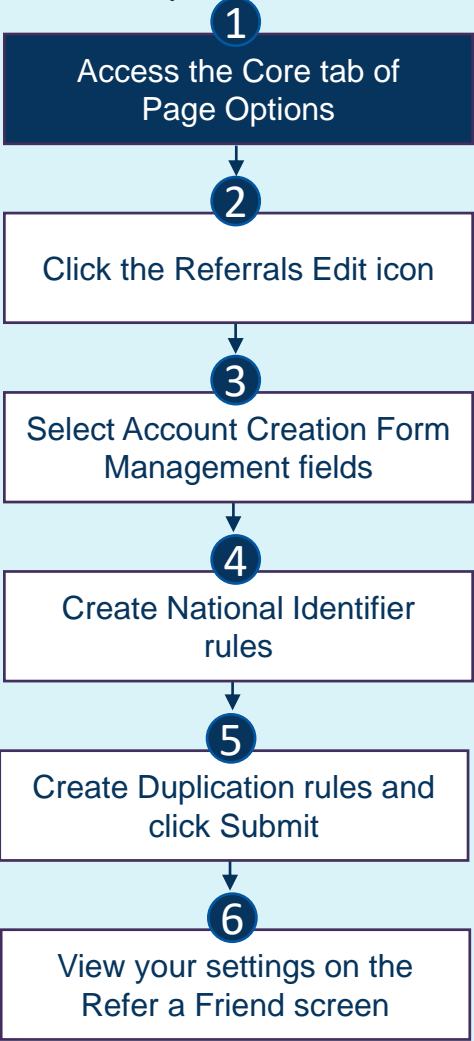
View Off-Boarded Users

1

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

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

Employee Referrals Page  
Options Configuration  
Quick Steps



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1

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

Search...

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.

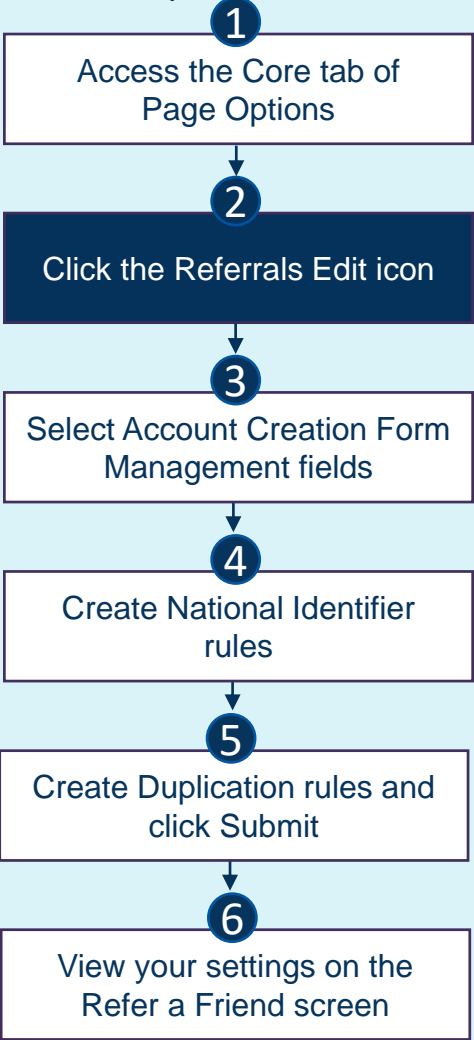
Internal Job Details Fields

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.

# Employee Referrals Page Options Configuration Quick Steps



☰

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Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

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👤

Employees Search...

Administration / Global Settings / System Administration / Page Options

Page Options

RECRUITINGCORE

▼ User Uniqueness & Account Creation Management

Contact	This controls the uniqueness criteria and account creation form for a <b>Contact</b> when added as a Candidate to a Requisition.	
External Job Seeker	This controls the uniqueness criteria and account creation form for the <b>External</b> 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 <b>Referrals</b> .	
Vendor Submitted Résumé	This controls the uniqueness criteria and account creation form for <b>Vendor</b> submitted résumés.	

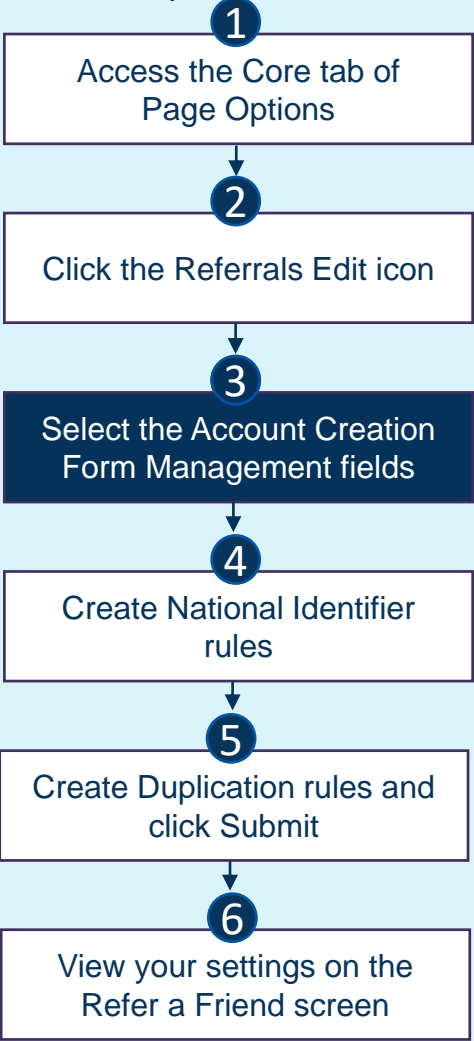
2 Click the Edit icon for the Referrals account type

Edit Page O

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

v15.1-rc.2

Employee Referrals Page  
Options Configuration  
Quick Steps



SUCCESSION

CAREER CENTER

REPORTS

Referrals

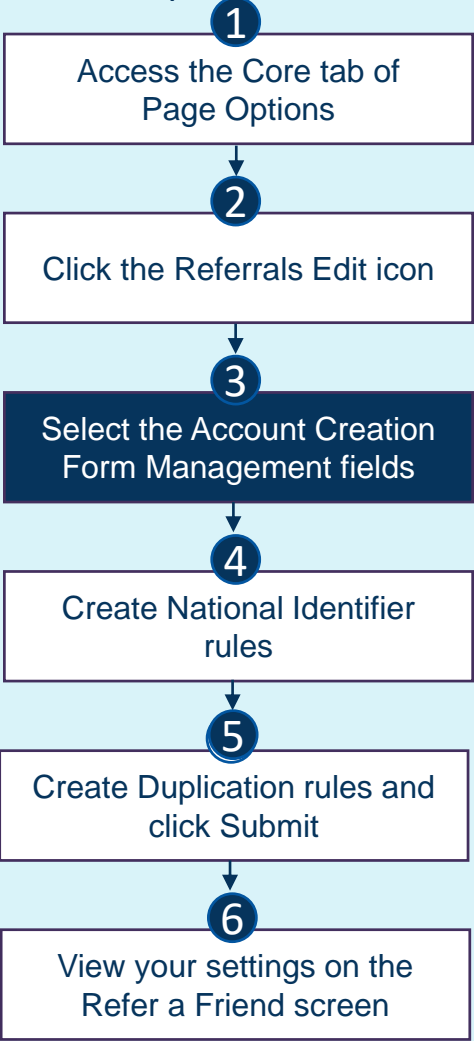
Account Creation Form Management

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 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

Employee Referrals Page  
Options Configuration  
Quick Steps



SUCCESSION

CAREER CENTER

REPORTS

Referrals

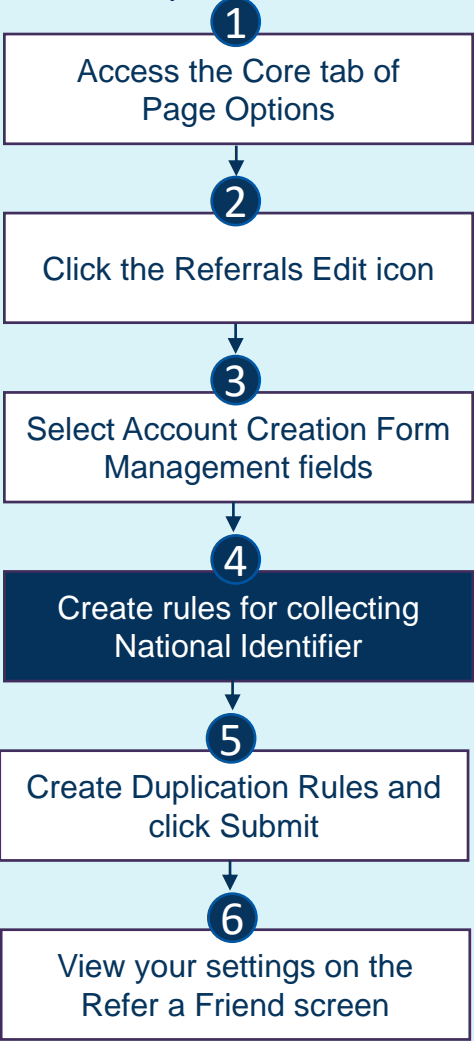
Account Creation Form Management

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

# Employee Referrals Page Options Configuration Quick Steps



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	

4 Click the drop-down for a list of countries

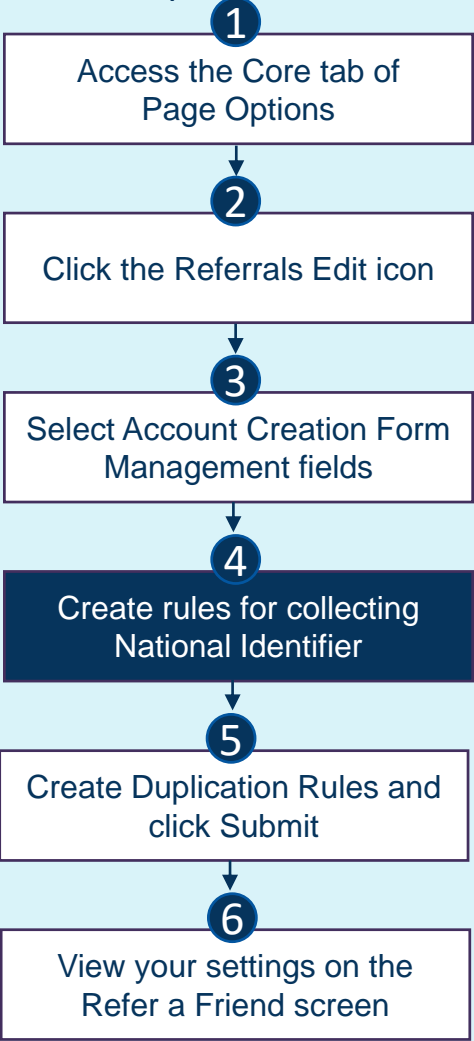
## Duplication Rules

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.



# Employee Referrals Page Options Configuration Quick Steps



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

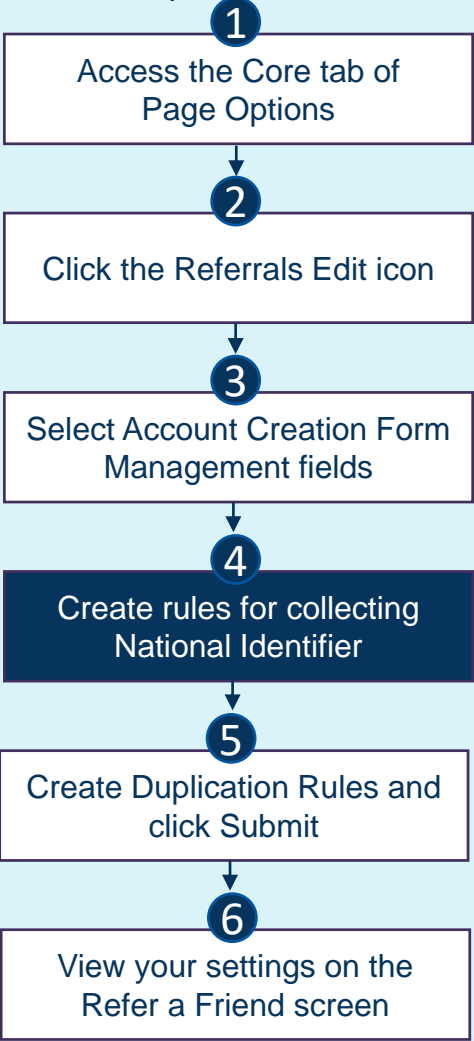
4

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.

# Employee Referrals Page Options Configuration Quick Steps



SECTION	FIELD	DISPLAY	MARK REQUIRED
	Phone Number	<input type="checkbox"/>	<input type="checkbox"/>
	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
ztl (CPF)	<div><div>-- Select --</div><div>-- Select --</div><div>Always</div><div>Country of residence</div><div>Requisition primary location</div><div>Either residence or req. location</div></div>

United States of America (SSN)

Country of residence

Display only

✕

Add Rule

4

Select the Basis for Display:

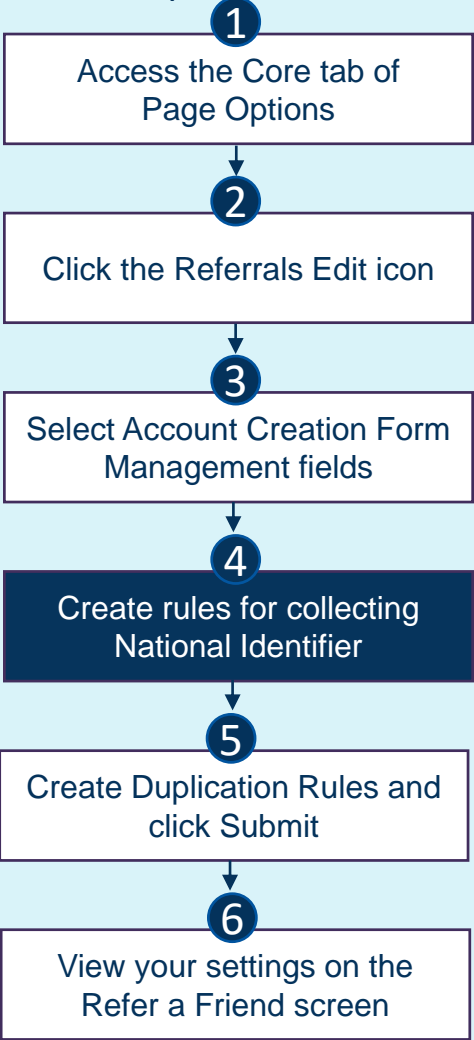
- **Always**
- **Country of residence** – National identity asked only if the applicant resides in the selected country
- **Requisition primary location** – National identity asked only if the primary location of the requisition is in the selected country
- **Either residence or req. location** – National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

# Employee Referrals Page Options Configuration Quick Steps



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.

	BASIS FOR DISPLAY	RULE	COUNTRY	BASIS FOR DISPLAY	RULE	ACTION
	<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

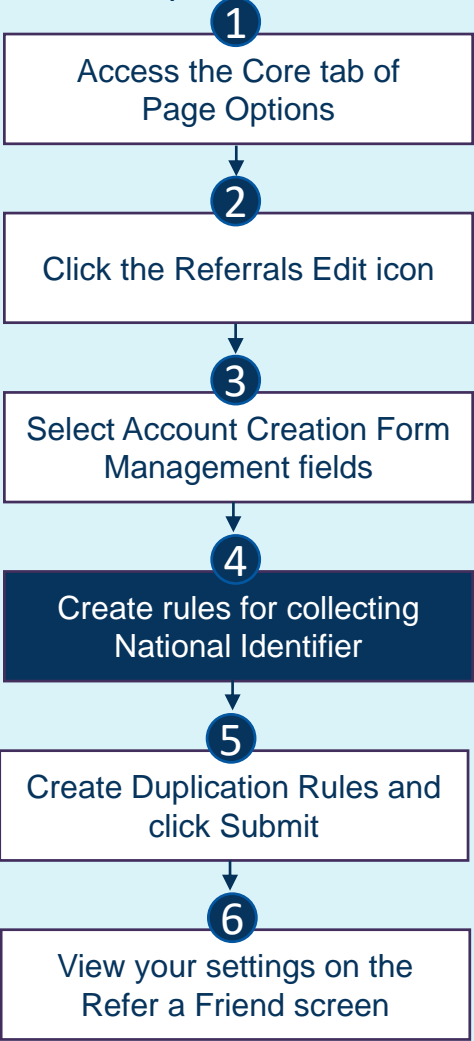
Select whether the National identifier input field will display on the screen, or whether it will display and be marked as a required field

## 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.

# Employee Referrals Page Options Configuration Quick Steps



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

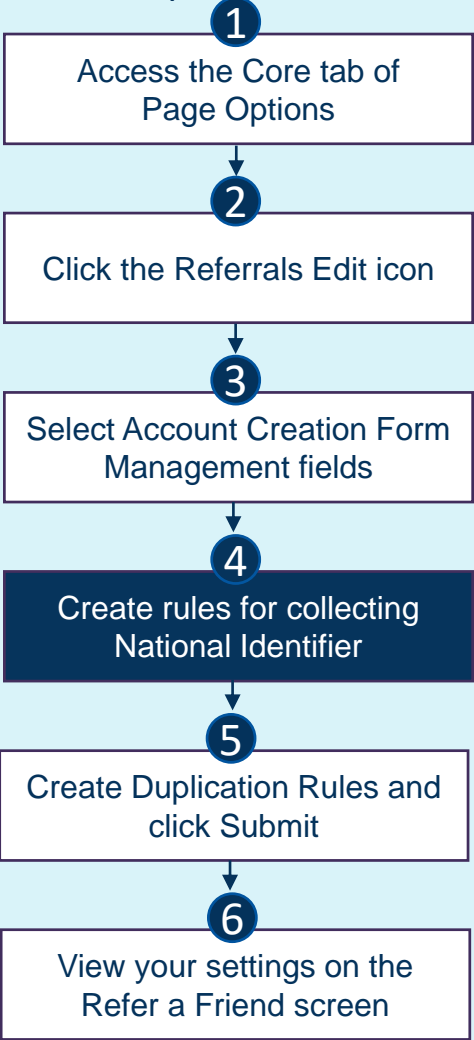
Click Add Rule

## 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.

Employee Referrals Page  
Options Configuration  
Quick Steps



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, the 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

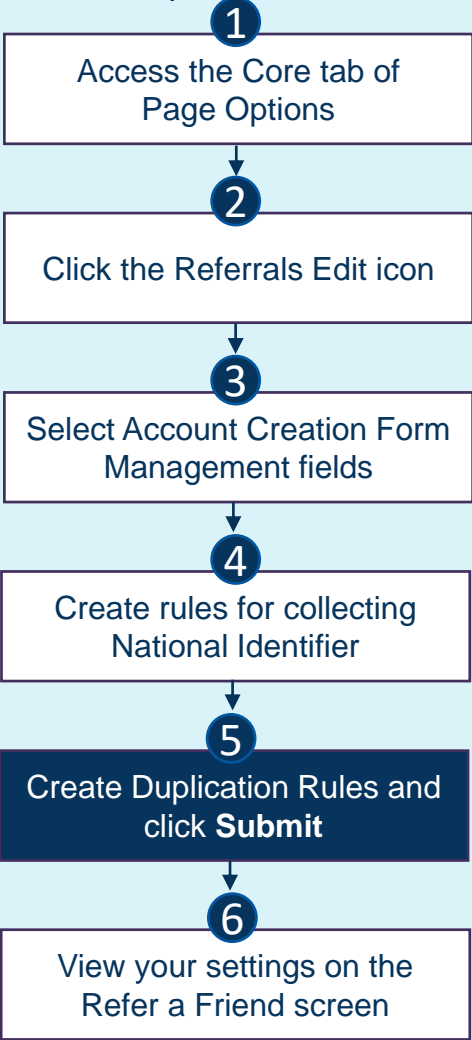
There are two types of rules: "Warn but Allow" and "Deny". Multiple rules of each type can be created. Select the data points from the **Available Fields** area and drag each into the **Selected Fields** area. NOTE: The system will use **all** the Selected Fields to check for duplicates.

- The **Warn but Allow rule** will check against the selected criteria and advise the job seeker/user that they are creating a duplicate. NOTE: Using this type of rule could allow duplicates of the same information to be submitted.
  - 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

Employee Referrals Page  
Options Configuration  
Quick Steps



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,

Available Fields

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

Selected Fields

- Deny Username
- Deny E-mail
- Deny Mobile Phone Number
- AND Last Name AND Address One AND
- AND Address Three AND City AND ST/PR
- First Name AND Last Name
- Deny CPF

RULE TYPE:

☐ Warn but Allow ☒ Deny

Continue

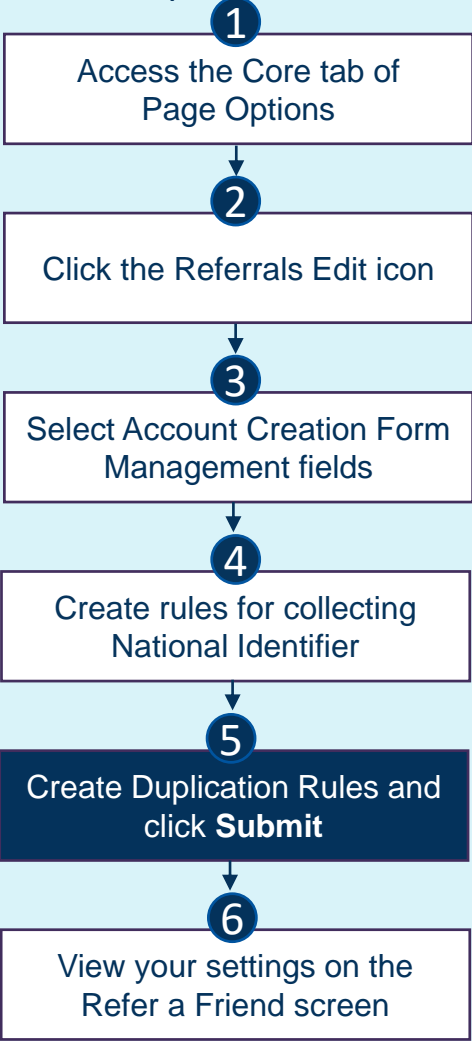
Add Rule

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

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

# Employee Referrals Page Options Configuration Quick Steps



## 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

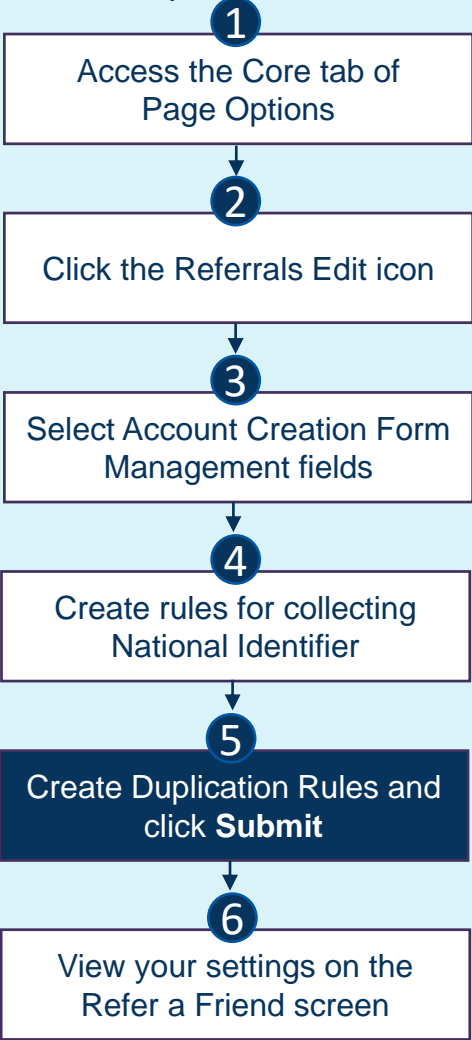
RULE TYPE:

☐ Warn but Allow ☐ Deny

Add Rule



# Employee Referrals Page Options Configuration Quick Steps



## 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

First Name

Middle Name

ST/PR

County

Selected Fields

Last Name

Address One

Address Two

Address Three

City

Zip/Postal Code

Country

RULE TYPE:

☐ Warn but Allow

☒ Deny

5

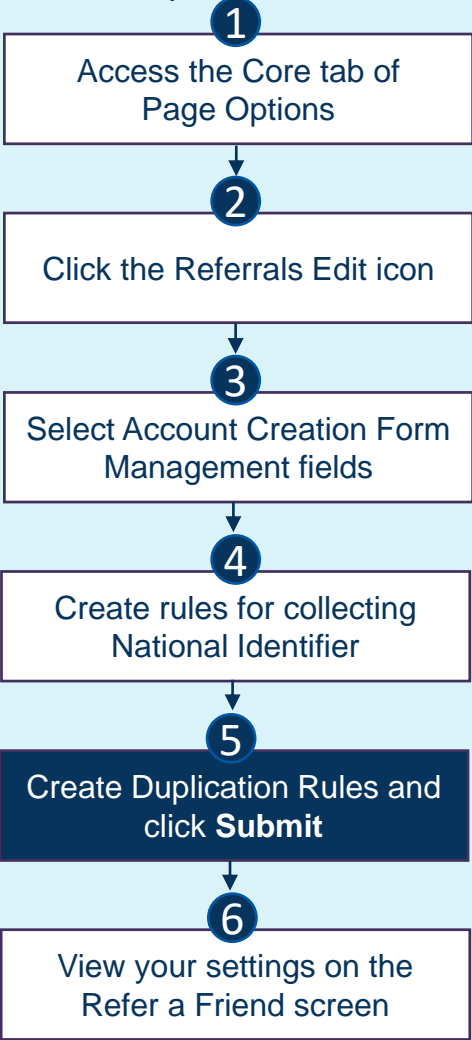
Add Rule

Click **Add Rule**

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	First Name AND Last Name	×



# Employee Referrals Page Options Configuration Quick Steps



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

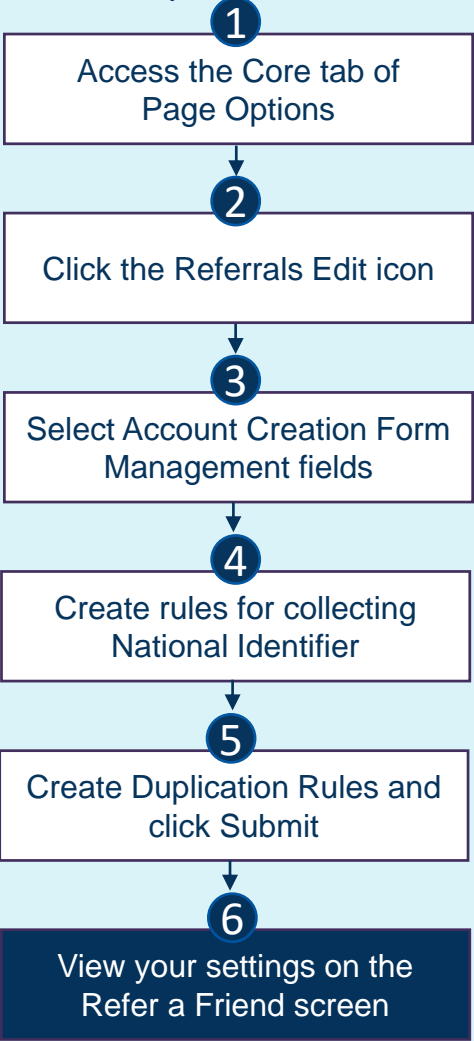
Cancel

5

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

v15.1-rc.5

Employee Referrals Page  
Options Configuration  
Quick Steps



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Deltak Talent Management

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Application Development Testing CompanyEnglish📅📄❓⚙️👤

✔️ Success: Page options updated successfully.

🔄📌

Administration / Global Settings / System Administration / Page Options

Page Options

View This PageBack to Main

Referrals

Account Creation Form Management

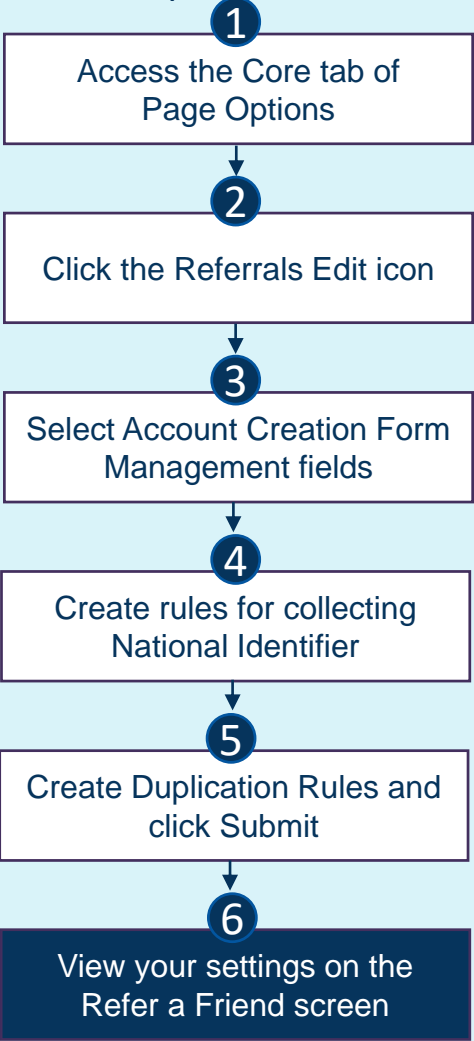
to show a field on the form, check the box in the "Display" column. To make a field required, check the box in the "Mark Required" column.

	DISPLAY	MARK REQUIRED
	<input type="checkbox"/>	<input type="checkbox"/>
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**

# Employee Referrals Page Options Configuration Quick Steps



☰

Deltak Talent Management

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

My Résumés

Job Search

Referrals

Offers

New Hire Checklist

Career Development

REPORTS

Application Development Testing Company English

📅1

📄

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⚙️

👤

Employees

Search...

🔄📌

Administration / Global Settings / System Administration / Page Options

Page Options

View This PageBack to Main

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
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"/>

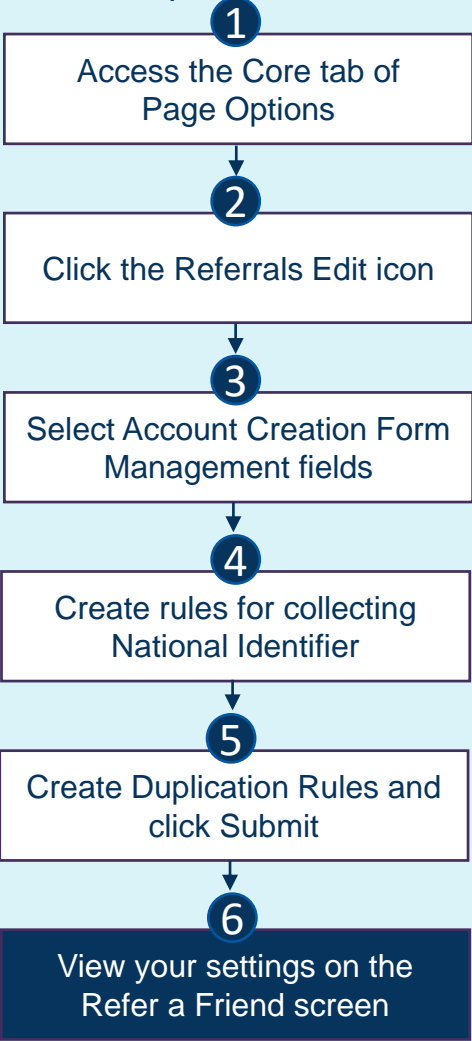
6

Click Referrals

# Employee Referrals Page

## Options Configuration

### Quick Steps



☰

Deltak Talent Management

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

My Résumés

Job Search

Referrals

Refer Someone

My Referrals

Offers

New Hire Checklist

Career Development

Application Development Testing Company English

Employees Search...

Administration / Global Settings / System Administration / Page Options

View This Page Back to Main

Page Options

Referrals

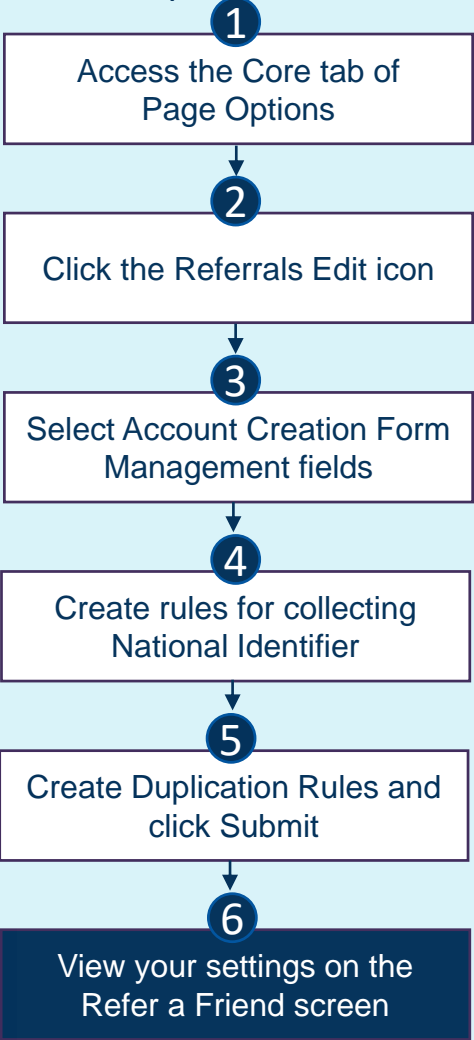
Account Creation Form Management

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 checked="" type="checkbox"/>	<input type="checkbox"/>

6 Click Refer Someone

Employee Referrals Page  
Options Configuration  
Quick Steps



Deltektalent Management

Application Development Testing Company

English

1

Main Menu

CAREER CENTER

My Résumés

Job Search

Referrals

Refer Someone

My Referrals

Offers

New Hire Checklist

Career Development

Referrals

Employees

Search...

Career Center / Referrals / Refer Someone

Refer a Friend

Referrals

Add a Résumé

FIRST NAME \*

MIDDLE NAME

LAST NAME \*

ADDRESS ONE

ADDRESS TWO

ADDRESS THREE

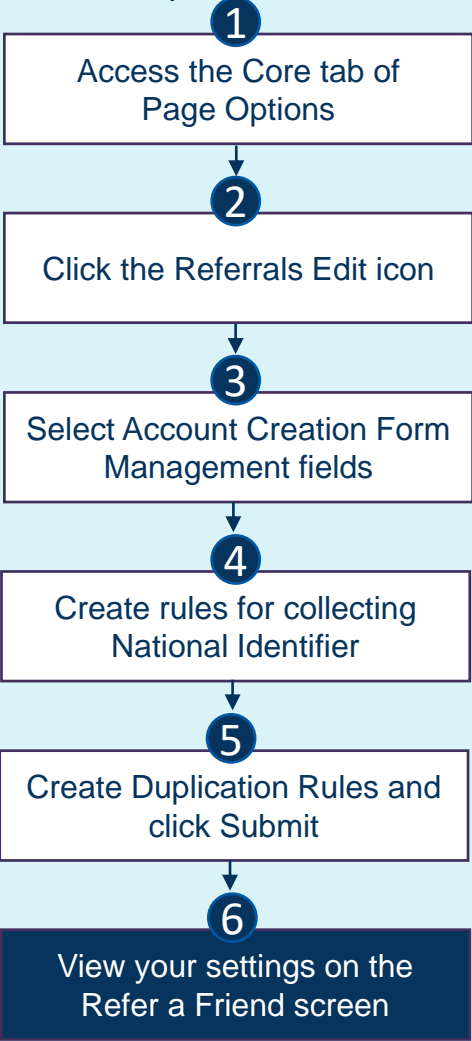
Fields selected in Step 3 display on the screen

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

6

Click to scroll down and view additional fields

Employee Referrals Page  
Options Configuration  
Quick Steps



ADDRESS THREE

COUNTRY \*

ST/PR

CITY

ZIP/POSTAL CODE

COUNTY

SSN ⓘ  
  
This is an encrypted field.

MOBILE PHONE NUMBER ⓘ

E-MAIL \*

CONFIRM E-MAIL \*

This concludes the Employee Referrals Page Options Configuration Quick Steps.