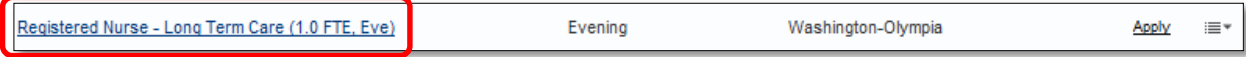
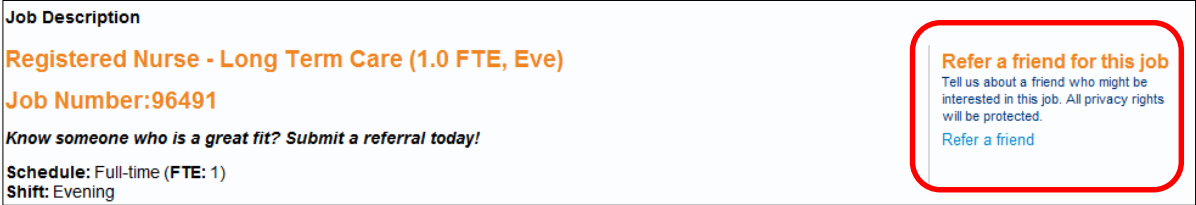
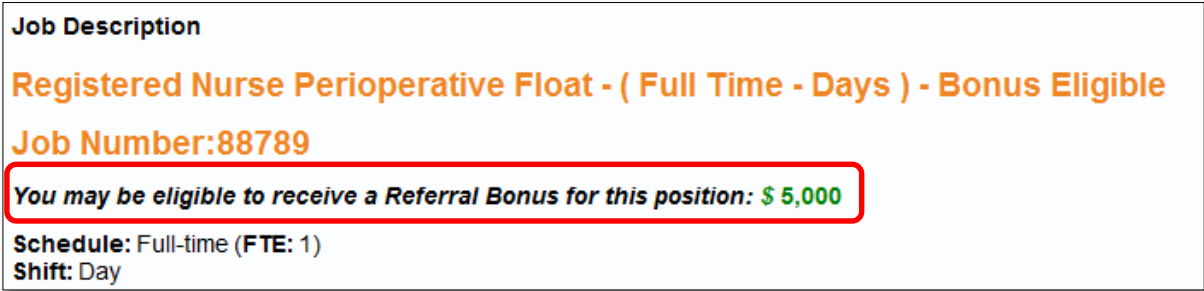

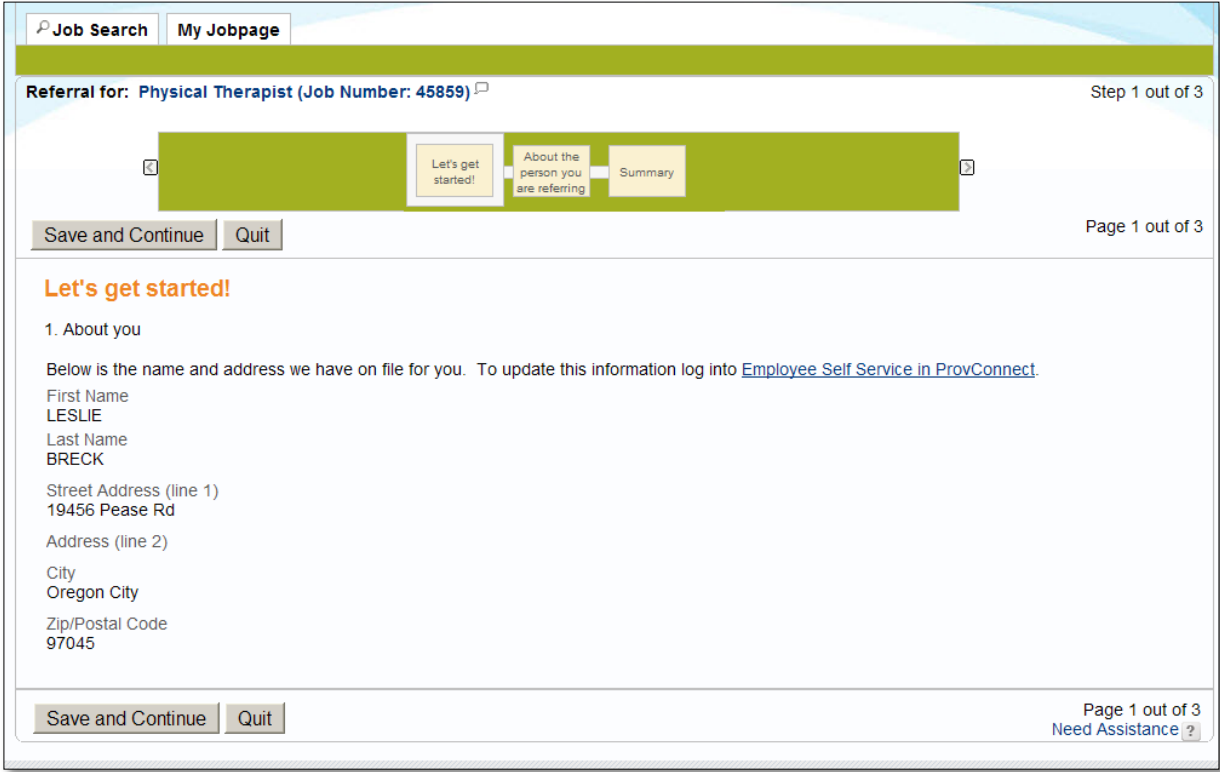
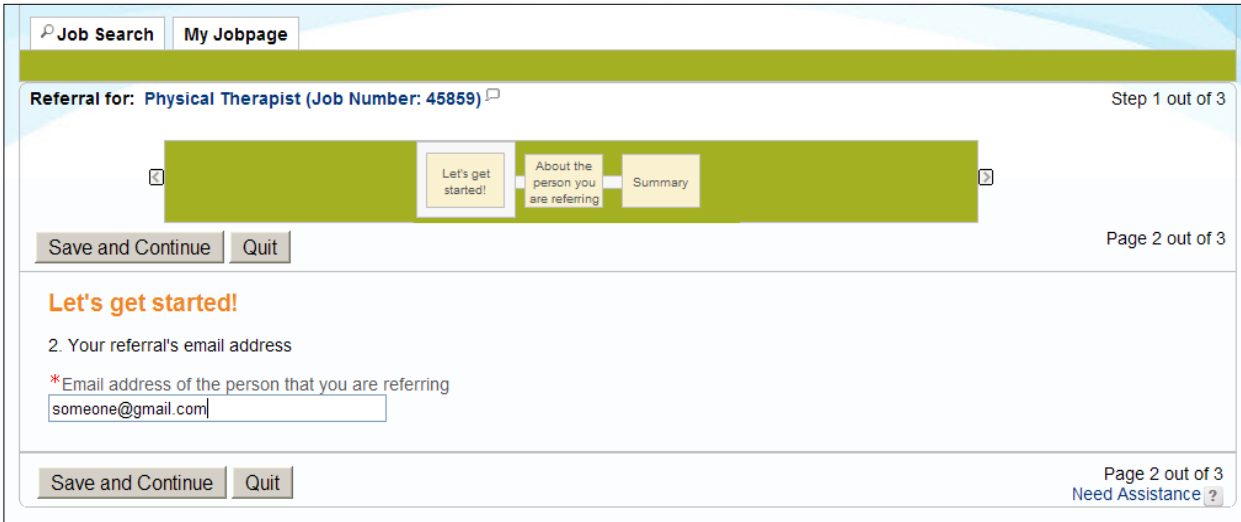


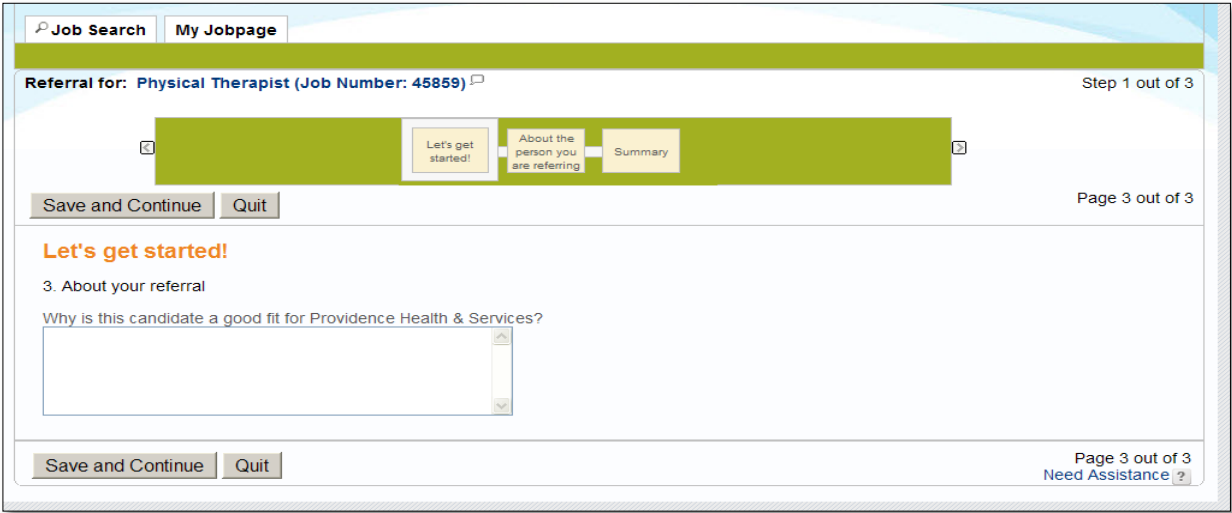
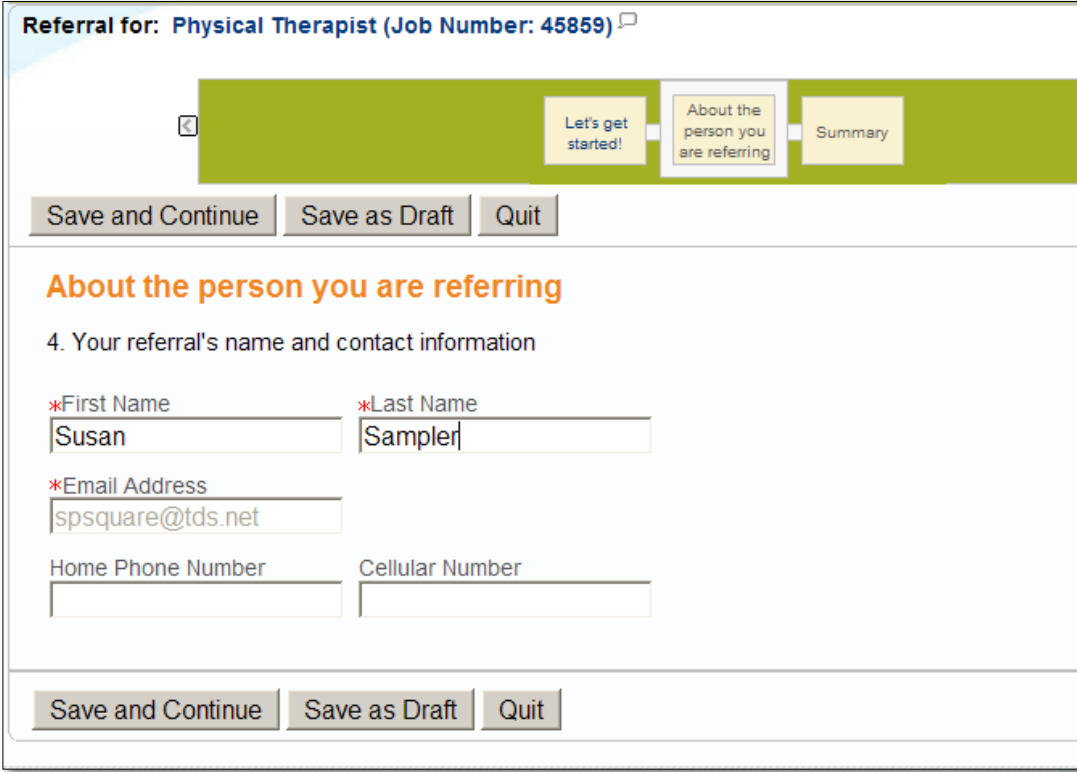
How to make a caregiver referral

Step	Action
1.	<p>Log in to the appropriate Internal Career site.</p> <ul style="list-style-type: none"> • Providence Health & Services: Caregiver Log In • Swedish: Caregiver Log In • Pacific Medical Centers: Caregiver Log In <p><i>Your user name is your Lawson user name. The first time logging in, use the 'Forgot Password' link.</i></p>
2.	<p>Open the job by clicking on the job title.</p> 
3.	<p>You'll see the "Refer a friend" option on the right of the job posting.</p>  <p>If a monetary bonus is included with the referral, you will see the bonus language and amount at the top of the job posting.</p> 
4.	<p>Click the 'Refer a friend' link.</p> 



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Step	Action
5.	<p>Once you are in the referral section you will start by verifying your contact information, then click 'Save and Continue.'</p>  <p>Referral for: Physical Therapist (Job Number: 45859) Step 1 out of 3</p> <p>Let's get started! About the person you are referring Summary</p> <p>Save and Continue Quit Page 1 out of 3</p> <p>Let's get started!</p> <p>1. About you</p> <p>Below is the name and address we have on file for you. To update this information log into Employee Self Service in ProvConnect.</p> <p>First Name LESLIE</p> <p>Last Name BRECK</p> <p>Street Address (line 1) 19456 Pease Rd</p> <p>Address (line 2)</p> <p>City Oregon City</p> <p>Zip/Postal Code 97045</p> <p>Save and Continue Quit Page 1 out of 3 Need Assistance ?</p>
6.	<p>Next, you will enter the email address of the person you are referring.</p>  <p>Referral for: Physical Therapist (Job Number: 45859) Step 1 out of 3</p> <p>Let's get started! About the person you are referring Summary</p> <p>Save and Continue Quit Page 2 out of 3</p> <p>Let's get started!</p> <p>2. Your referral's email address</p> <p>*Email address of the person that you are referring</p> <p>someone@gmail.com</p> <p>Save and Continue Quit Page 2 out of 3 Need Assistance ?</p>

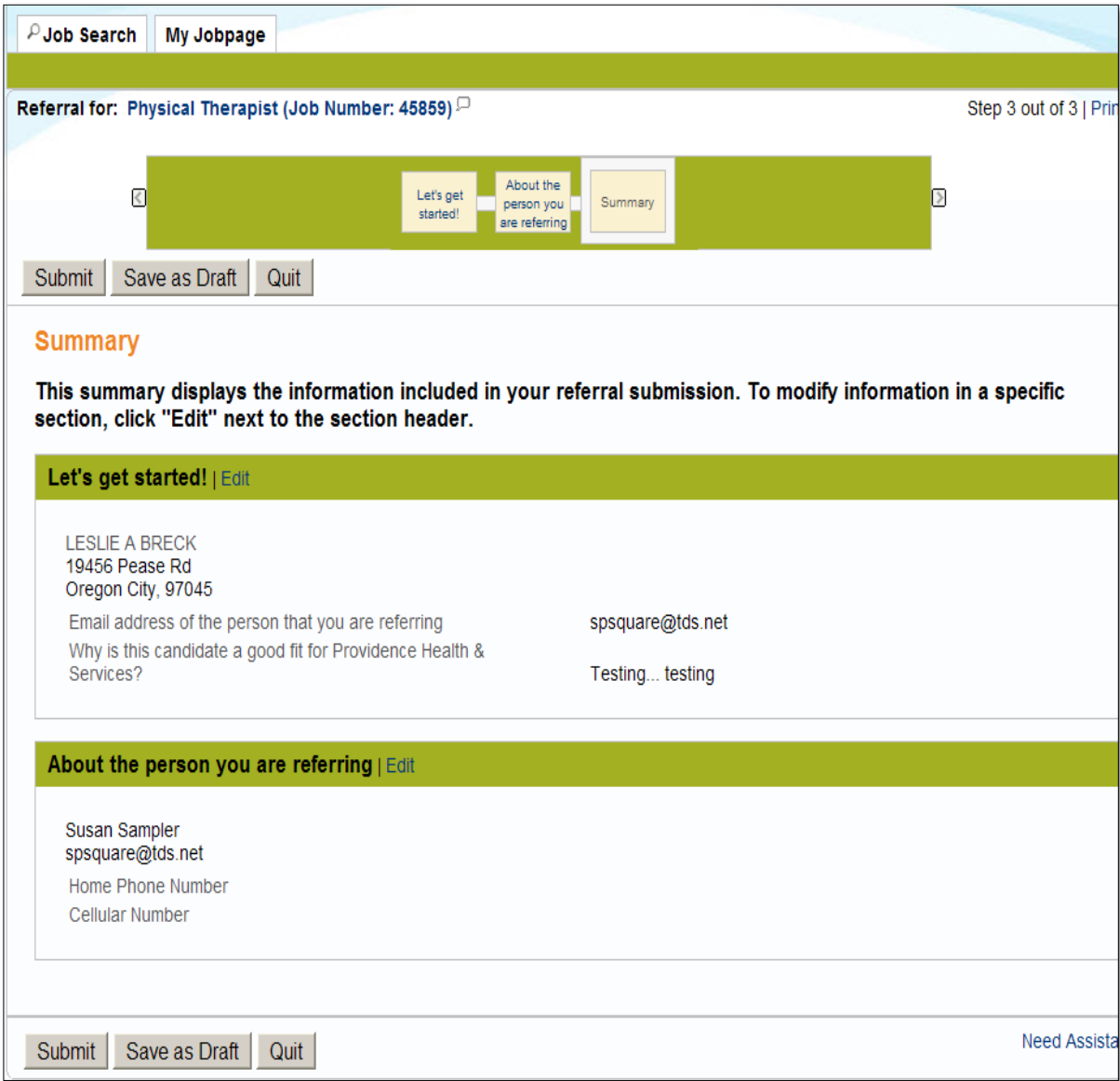
How to make a caregiver referral

Step	Action
7.	<p data-bbox="235 275 997 302">Enter information about your referral on the next two screens.</p> <div data-bbox="246 333 1471 842"><p>The screenshot shows a web interface for a referral process. At the top, there are tabs for 'Job Search' and 'My Jobpage'. Below that, it says 'Referral for: Physical Therapist (Job Number: 45859)'. A progress bar indicates 'Step 1 out of 3' and 'Page 3 out of 3'. The main content area is titled 'Let's get started!' and contains the question '3. About your referral' and 'Why is this candidate a good fit for Providence Health & Services?'. There is a text input field for the answer. At the bottom, there are 'Save and Continue' and 'Quit' buttons.</p></div> <div data-bbox="246 894 1317 1661"><p>The screenshot shows the next step in the referral process. It is titled 'Referral for: Physical Therapist (Job Number: 45859)'. A progress bar indicates 'Step 2 out of 3' and 'Page 3 out of 3'. The main content area is titled 'About the person you are referring' and contains the question '4. Your referral's name and contact information'. There are input fields for 'First Name' (Susan), 'Last Name' (Sampler), 'Email Address' (spsquare@tds.net), 'Home Phone Number', and 'Cellular Number'. At the bottom, there are 'Save and Continue', 'Save as Draft', and 'Quit' buttons.</p></div> <p data-bbox="235 1707 1451 1772">You have the option to upload the referral's resume if you have it. No resume? No problem. Skip to Step 11.</p>

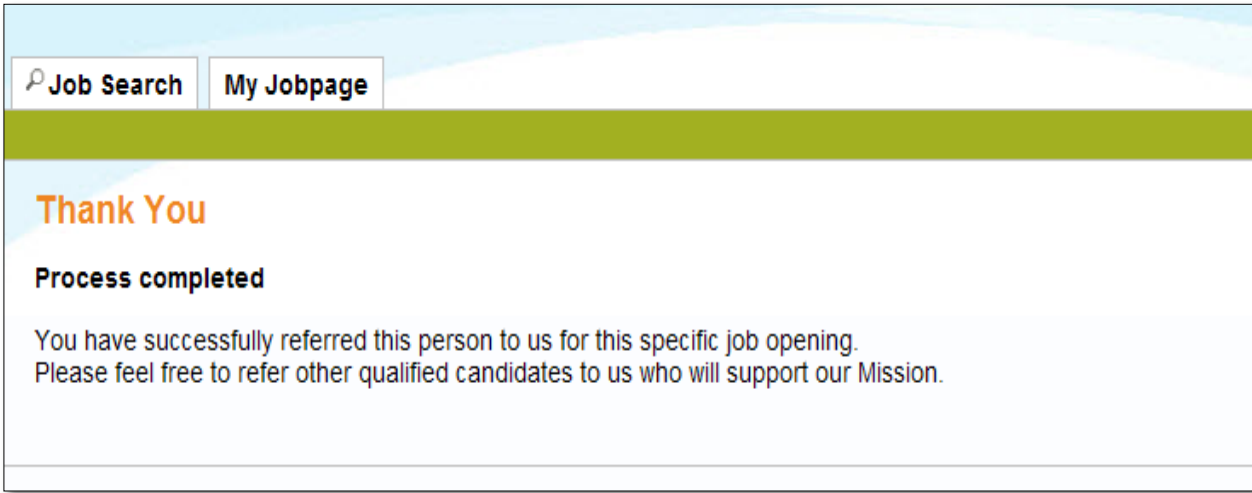
How to make a caregiver referral

Step	Action										
8.	<p>Resume Upload</p> <p>The person you are referring can edit the information you submitted.</p> <p>Resume Upload</p> <p>You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of your online submission. You can review the extracted information and make appropriate changes in the next steps.</p> <p>If you do not upload a resume, you will need to manually populate the online application on the following pages.</p> <p> <input checked="" type="radio"/> I do not want to upload a resume. <input type="radio"/> I want to upload a resume. </p> <p>Select the resume file to upload</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p>Note: Once the uploading process is complete, please verify the information that was automatically extracted from the resume. You may have to manually correct the extracted information.</p> <p> McAfee The attachment will be scanned to ensure it does not contain any viruses.</p>										
9.	<p>About the person you are referring</p> <p>The person you are referring can edit the information you submitted.</p> <p>Personal Information</p> <p>Please enter all relevant personal information in the fields below.</p> <p>*First Name <input type="text"/> Middle Name <input type="text"/> *Last Name <input type="text"/></p> <p>*Email Address <input type="text" value="jane.smith@noemail.com"/></p> <p>Home Phone Number <input type="text"/> Work Phone Number <input type="text"/> Cellular Number <input type="text"/></p>										
10.	<p>The person you are referring can edit the information you submitted.</p> <p>Attachments</p> <p>You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.</p> <p>Select the file to attach</p> <p><input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Attach"/></p> <p>Comments about the file</p> <p><input type="text"/></p> <p> McAfee</p> <p>The attachment will be scanned to ensure it does not contain any viruses.</p> <p>This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files you want included with this job submission.</p> <table border="1" data-bbox="256 1843 1463 1927"> <thead> <tr> <th>Relevant Files</th> <th>File Name</th> <th>Date</th> <th>Comments</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="5">No files are attached.</td> </tr> </tbody> </table>	Relevant Files	File Name	Date	Comments	Actions	No files are attached.				
Relevant Files	File Name	Date	Comments	Actions							
No files are attached.											

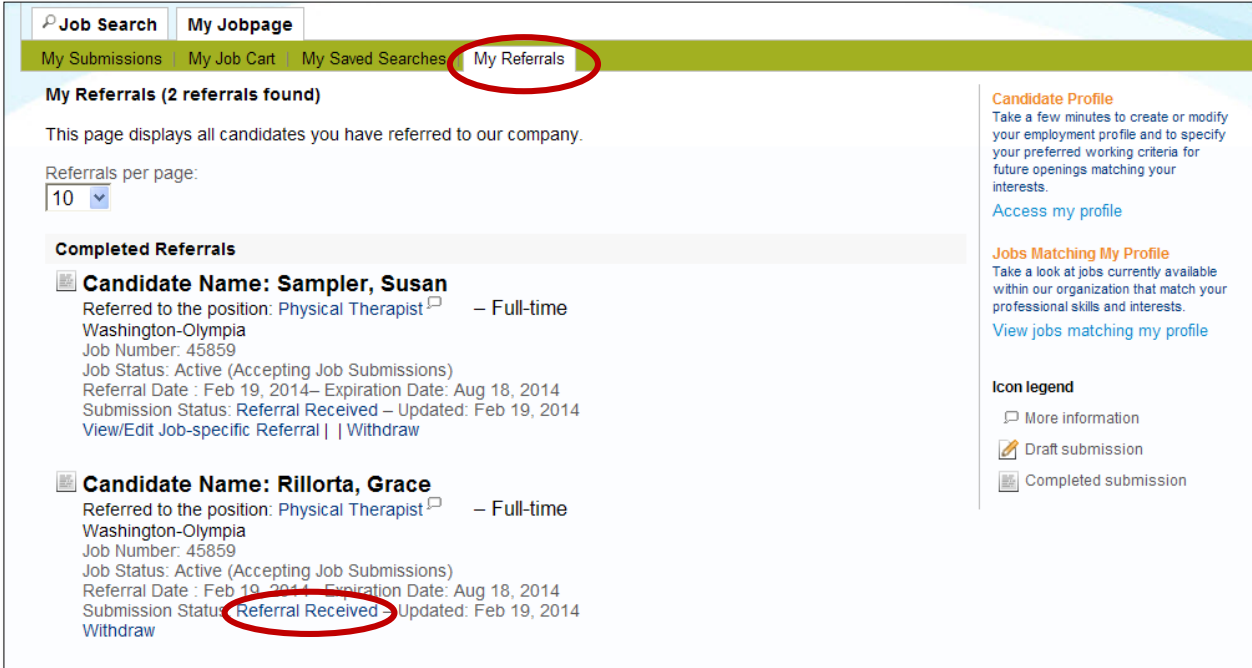
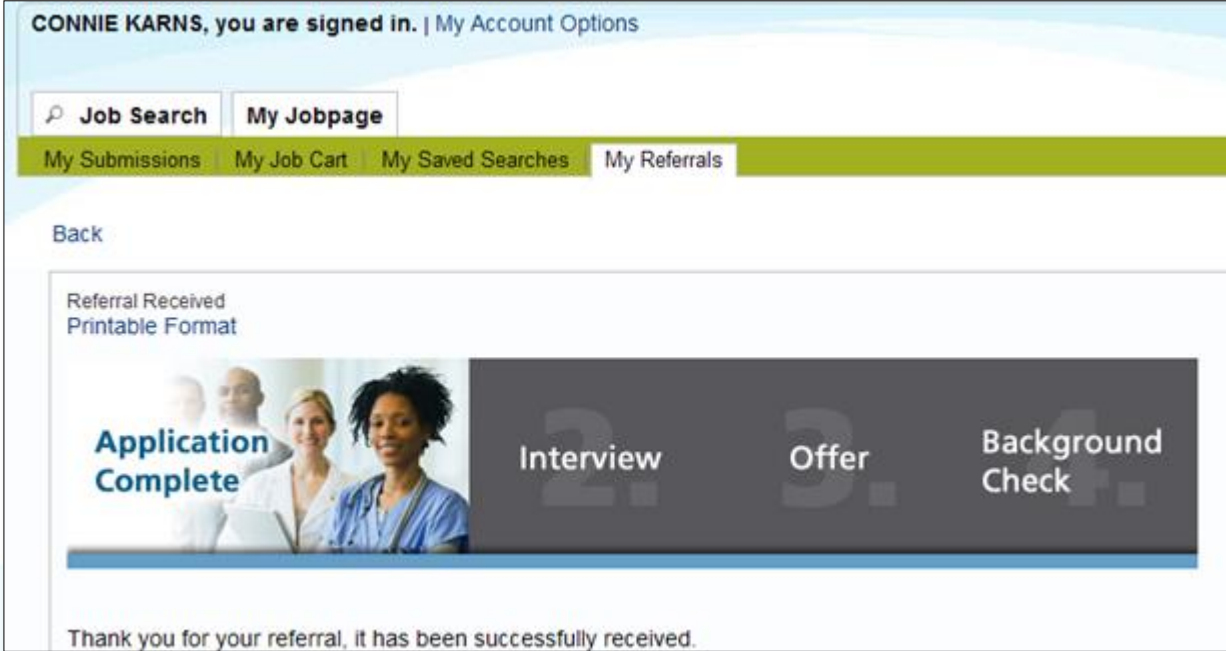
How to make a caregiver referral

Step	Action
11.	<p data-bbox="233 268 1318 302">Review your referral information. Once complete, click 'Submit' to complete the process.</p> <div data-bbox="245 331 1442 1486"><p>The screenshot shows a web interface for a referral submission. At the top, there are tabs for 'Job Search' and 'My Jobpage'. Below this, a green header bar contains the text 'Referral for: Physical Therapist (Job Number: 45859)' and 'Step 3 out of 3 Print'. A progress bar below the header shows three steps: 'Let's get started!', 'About the person you are referring', and 'Summary', with 'Summary' being the active step. Below the progress bar are buttons for 'Submit', 'Save as Draft', and 'Quit'. The main content area is titled 'Summary' and contains the following text: 'This summary displays the information included in your referral submission. To modify information in a specific section, click "Edit" next to the section header.' Below this text are two sections, each with a green header and an 'Edit' link. The first section is titled 'Let's get started!' and contains the following information: 'LESLIE A BRECK', '19456 Pease Rd', 'Oregon City, 97045', 'Email address of the person that you are referring: spsquare@tds.net', and 'Why is this candidate a good fit for Providence Health & Services?: Testing... testing'. The second section is titled 'About the person you are referring' and contains the following information: 'Susan Sampler', 'spsquare@tds.net', 'Home Phone Number', and 'Cellular Number'. At the bottom of the screenshot are buttons for 'Submit', 'Save as Draft', and 'Quit', and a 'Need Assistance' link.</p></div>

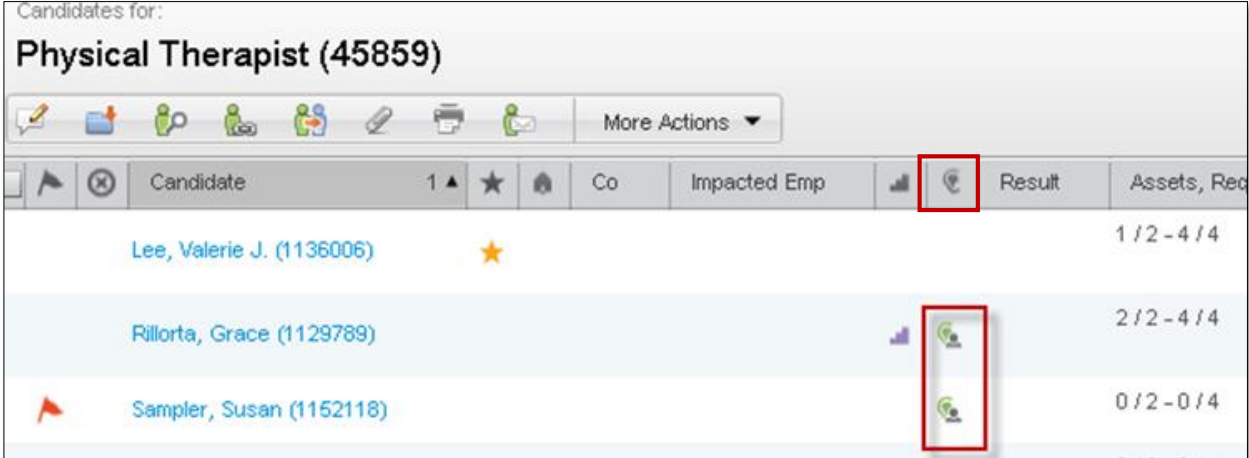
How to make a caregiver referral

Step	Action
12.	<p data-bbox="235 268 1062 302">Once the referral has gone through, the following message appears:</p> <div data-bbox="245 331 1490 821"></div>

How to make a caregiver referral

Step	Action
13.	<p>Once your referral is accepted, you now have a “My Referrals” tab indicating that the referral has been received for the referred candidates:</p> <div data-bbox="245 369 1490 1033"><p>The screenshot shows the 'My Referrals' section of a web application. At the top, there are navigation tabs: 'Job Search', 'My Jobpage', 'My Submissions', 'My Job Cart', 'My Saved Searches', and 'My Referrals' (which is highlighted and circled in red). Below the tabs, the page title is 'My Referrals (2 referrals found)'. A message states: 'This page displays all candidates you have referred to our company.' There is a dropdown menu for 'Referrals per page' set to '10'. The main content area is titled 'Completed Referrals' and lists two candidates:</p><ul style="list-style-type: none">Candidate Name: Sampler, Susan Referred to the position: Physical Therapist – Full-time Washington-Olympia Job Number: 45859 Job Status: Active (Accepting Job Submissions) Referral Date : Feb 19, 2014– Expiration Date: Aug 18, 2014 Submission Status: Referral Received – Updated: Feb 19, 2014 View/Edit Job-specific Referral WithdrawCandidate Name: Rillorta, Grace Referred to the position: Physical Therapist – Full-time Washington-Olympia Job Number: 45859 Job Status: Active (Accepting Job Submissions) Referral Date : Feb 19, 2014– Expiration Date: Aug 18, 2014 Submission Status: Referral Received – Updated: Feb 19, 2014 Withdraw<p>The 'Referral Received' status for Grace Rillorta is circled in red. On the right side of the page, there are sections for 'Candidate Profile', 'Jobs Matching My Profile', and an 'Icon legend' with symbols for 'More information', 'Draft submission', and 'Completed submission'.</p></div> <p>If the Employee Referrer clicks the Referral Received link, the following communication appears:</p> <div data-bbox="245 1150 1464 1797"><p>The screenshot shows a confirmation message for 'Referral Received'. At the top, it says 'CONNIE KARNs, you are signed in. My Account Options'. Below that are navigation tabs: 'Job Search', 'My Jobpage', 'My Submissions', 'My Job Cart', 'My Saved Searches', and 'My Referrals'. A 'Back' link is visible. The main content area has a title 'Referral Received' and a 'Printable Format' link. Below this is a large graphic with a background image of four people. The graphic contains a progress bar with four steps: '1. Application Complete', '2. Interview', '3. Offer', and '4. Background Check'. The first step is highlighted in blue. At the bottom of the graphic, it says 'Thank you for your referral, it has been successfully received.'</p></div>

How to make a caregiver referral

Step	Action
<p>14.</p>	<p>Candidate referred receives an email with a link to complete the job submission.</p> <ul style="list-style-type: none"> ➤ Candidate clicks the link provided in the email and completes and submits their Job Submission. <p>The friend referral adds the candidates to the requisition, but their submission isn't updated until the candidate logs in to complete it. The "Ear" referral icon appears in the candidate list:</p> 
<p>15.</p>	<p>The status of the referral remains "effective" until it reaches the expiration date of 180 days, or if "Remove Referrer" is clicked on the Referral tab.</p> <p>If the employee is Hired and there is a bonus offered, the necessary information will be sent over to Payroll for the caregiver referrer to be paid after validation.</p>