



Refer Candidate

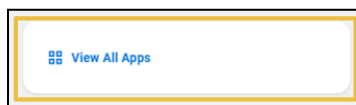
Overview

This job aid outlines the process of referring a candidate using the internal careers site.

Refer a Candidate

Security Role(s): Employee As Self

1. From the landing page, select View All Apps.



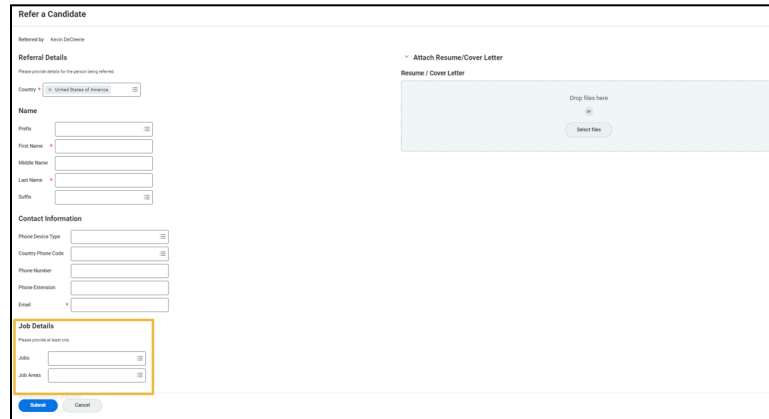
2. Navigate to the **Jobs Hub**.



3. From this menu, there are two paths for candidate referrals, one to refer generally and the other to locate a job and refer a candidate. This job aid will show both:
 - a. Refer a Candidate
 - b. Find Jobs

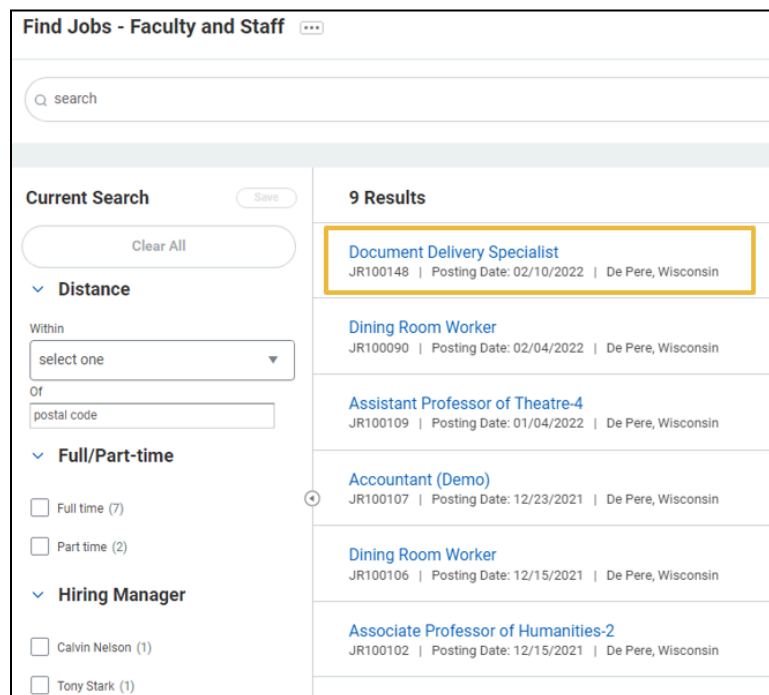


4. When you choose the **Refer a Candidate** action, you will provide some contact information for the candidate. You can then refer this candidate generally to multiple Job Areas or specifically to multiple Jobs. You can also attach a Resume or Cover Letter. Select **Submit**.



The 'Refer a Candidate' form is divided into several sections. At the top, it says 'Refered by: Kevin DeChene'. Below this is the 'Referral Details' section, which includes a 'Country' dropdown menu (currently set to 'United States of America') and a 'Name' section with fields for 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. To the right of these fields is a box for 'Attach Resume/Cover Letter' with a 'Drop files here' area and a 'Select files' button. Below the name fields is the 'Contact Information' section, which includes fields for 'Phone Number Type', 'Country Phone Code', 'Phone Number', 'Phone Extension', and 'Email'. At the bottom left is the 'Job Details' section, which includes a 'Job Area' dropdown menu. A yellow box highlights the 'Job Details' section. At the bottom of the form are 'Submit' and 'Cancel' buttons.

5. When you use the **Find Jobs** option, you Select the job you want to provide a referral for first.



The 'Find Jobs - Faculty and Staff' search results page shows a search bar at the top. Below the search bar is a 'Current Search' section with a 'Save' button and a 'Clear All' button. The 'Current Search' section includes filters for 'Distance' (with a 'Within' dropdown menu set to 'select one' and an 'Of' field for 'postal code'), 'Full/Part-time' (with checkboxes for 'Full time (7)' and 'Part time (2)'), and 'Hiring Manager' (with checkboxes for 'Calvin Nelson (1)' and 'Tony Stark (1)'). To the right of the filters is a '9 Results' section. The first result, 'Document Delivery Specialist', is highlighted with a yellow box. The results list includes the job title, job ID, posting date, and location for each job.

Job Title	Job ID	Posting Date	Location
Document Delivery Specialist	JR100148	02/10/2022	De Pere, Wisconsin
Dining Room Worker	JR100090	02/04/2022	De Pere, Wisconsin
Assistant Professor of Theatre-4	JR100109	01/04/2022	De Pere, Wisconsin
Accountant (Demo)	JR100107	12/23/2021	De Pere, Wisconsin
Dining Room Worker	JR100106	12/15/2021	De Pere, Wisconsin
Associate Professor of Humanities-2	JR100102	12/15/2021	De Pere, Wisconsin

6. You will now see the job posting details such as job description and qualifications. Select the **Refer** button to begin the referral.

Academic Advisor

[Apply](#)[Refer](#)[Create Job Alert](#)

St. Norbert College (SNC), a nationally-ranked, private, Catholic, liberal arts college is seeking an Academic Advisor. This person is responsible for the developmental academic advising for first-year students. The position will carry an academic advising caseload of 100-150 first year, transfer, and exploratory students. Additionally, the advisor will work with students on all academic advising needs, including integrating the academic and co-curricular focuses of a student's education, and help students develop academic plans that layer in the experiences the student would like to have during their time at St. Norbert College.

Specific responsibilities:

Carry a caseload of 100-150 students: meeting with students a minimum of 2-3 times per semester. Provides academic advice and guidance to students on degree programs, academic schedules, course schedules, and course planning and provides input on probationary status decisions. Assists students with adds/drops, withdrawals, and changes of curriculum. Reviews academic records and test scores on file for proper course recommendations and develop degree work plans for advisees. - 45%

Track and intervene with students who have received Academic Alerts to assist them in adopting strategies for academic success. - 25%

Develop and facilitate new student advising and registration sessions - 10%

Work with students in specific academic partnerships and pre-professional tracks, including working with the pre-health committee, law school applications, and processing - 5%

Develop Degree Works plans for St. Norbert College students. - 5%

Assist students with transition to a faculty advisor and advisor changes - 5%

Perform related duties as required or deemed necessary to meet the Academic Advising goals within the Advisor's scope of responsibility - 5%

Perform additional duties as assigned and attend College required training. Regular attendance is required. Work in a manner that is aware of personal safety and the safety of others and observes safety, health and sanitation codes, regulations, or practices required by the College or governmental authority.

Required Minimum Qualifications:

Education -

- Bachelor's Degree Required
- Master's Degree in Higher Education, Educational Leadership, Student Affairs, Counseling, or related field preferred.

Experience and Credentials -

- Demonstrated experience working in and fostering a diverse campus environment or commitment to do so as an employee of St. Norbert College.
- Experience in student advising, counseling, development, education, or related field.
- A desire to help students in their academic journey, from enrollment to graduation.
- Strong communication and interpersonal skills

Knowledge, Skills, and Abilities -

- Ability to work in a fast paced environment.
- Ability to interact professionally with coworkers and customers, particularly in conflict situations.
- Ability to interact politely and resolve customer service issues.
- Ability to multitask, meet specific deadlines, and prioritize tasks and assignments.
- Skilled in basic math computations such as addition, subtraction, multiplication, and division.

Job Details

Job Requisition ID
JR101191

Location
De Pere, Wisconsin

Posting Date
02/05/2024 - 11 days ago

Job Family
Salaried Staff

Time Type
Full time

Job Type
Regular

Supervisory Organization
Academic Advising (Meghan Walsh)

Hiring Team

Recruiter

 Mindy Leterman

Hiring Manager

 Meghan Walsh

[View Team Members](#)

Similar Jobs

[Academic Advisor-2](#)

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7. In this referral screen, you notice that the job you linked from is noted at the top. You will still provide contact information and can add a Resume/Cover Letter. Select **Submit**.

Refer A Candidate From Internal Career

Job

JR100294 Administrative Specialist - Natural Sciences

Referral Details

Please provide details for the person being referred.

Country

United States of America

Name

Prefix

First Name

Middle Name

Last Name

Suffix

Contact Information

Phone Device Type

Country Phone Code

Phone Number

Phone Extension

Email

Relationship Details

How do you know this person?

Relationship

Comments

Submit

Cancel

Attach Resume/Cover Letter

Resume / Cover Letter

Drop files here

Select files