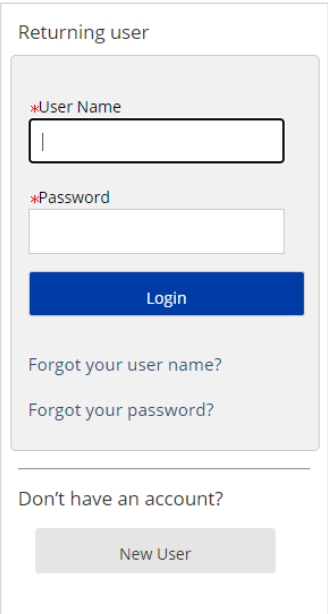
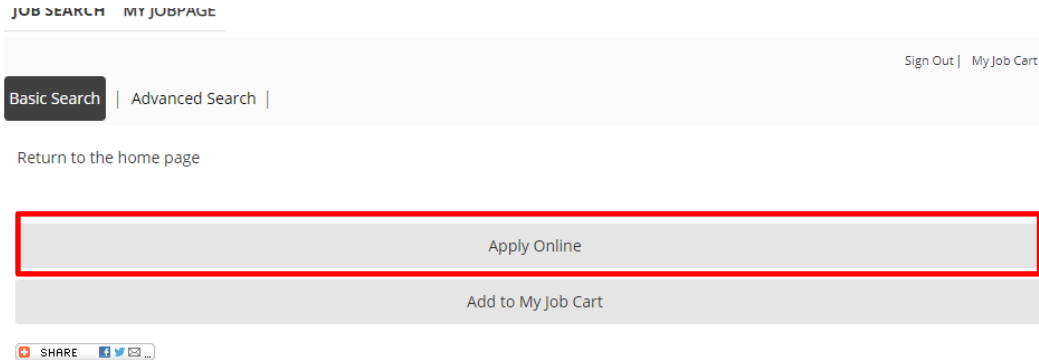

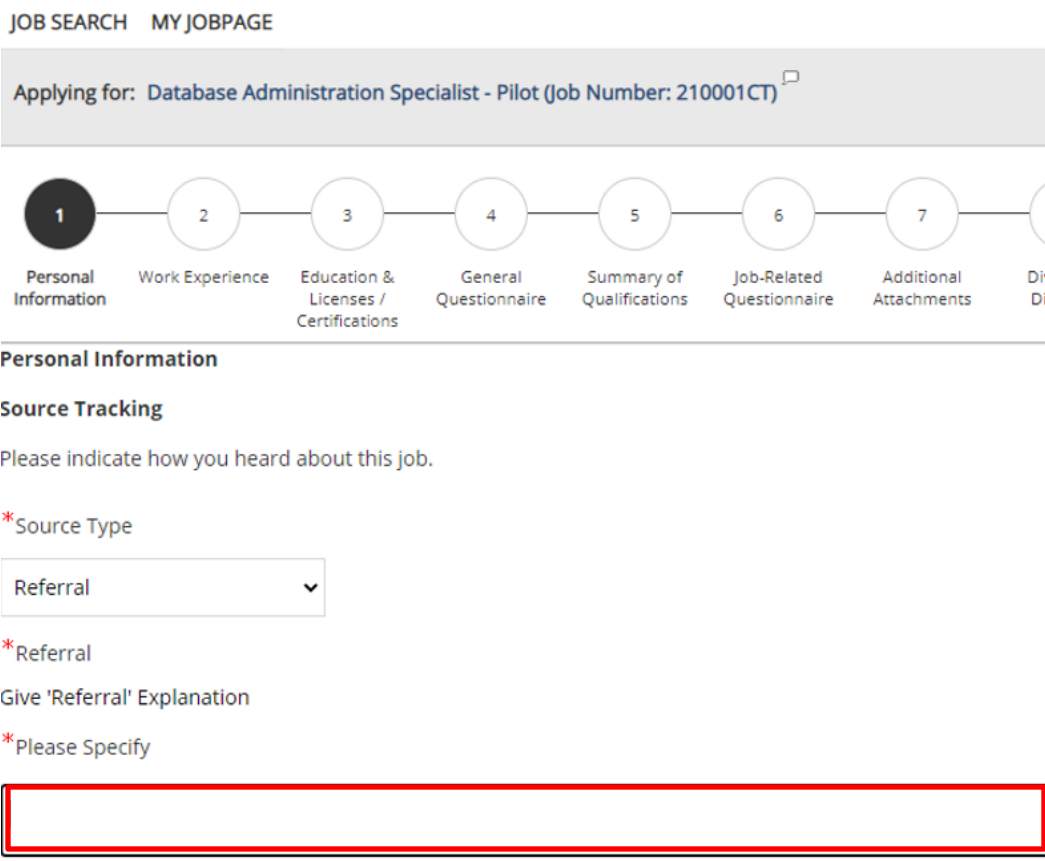


## How to list an employee referral on <https://careers.ohio.gov/>

Step	Action
1.	<p>Sign into external Jobs portal at <a href="https://careers.ohio.gov/">https://careers.ohio.gov/</a> and navigate to the desired job posting.</p> 
1.B	<p>Click into the desired job posting and click “Apply Online” to start the application process.</p> 

Step	Action
2.	<p data-bbox="365 247 1144 279">Under personal information section, list Source Type as “Referral”</p> <p data-bbox="365 310 625 336">JOB SEARCH MYJOBPAGE</p> <p data-bbox="365 367 1112 403">Applying for: Database Administration Specialist - Pilot (Job Number: 210001CT)</p>  <p data-bbox="365 625 576 651"><b>Personal Information</b></p> <p data-bbox="365 672 527 697"><b>Source Tracking</b></p> <p data-bbox="365 718 771 743">Please indicate how you heard about this job.</p> <p data-bbox="365 777 495 808">*Source Type</p> <p data-bbox="365 829 673 882">Referral</p>

Step	Action
3.	<p>Enter referring employees <b>first and last name</b> under Give Referral Explanation.</p>  <p>JOB SEARCH MYJOBPAGE</p> <p>Applying for: Database Administration Specialist - Pilot (Job Number: 210001CT)</p> <p>1 Personal Information 2 Work Experience 3 Education &amp; Licenses / Certifications 4 General Questionnaire 5 Summary of Qualifications 6 Job-Related Questionnaire 7 Additional Attachments</p> <p><b>Personal Information</b></p> <p><b>Source Tracking</b></p> <p>Please indicate how you heard about this job.</p> <p>*Source Type</p> <p>Referral</p> <p>*Referral</p> <p>Give 'Referral' Explanation</p> <p>*Please Specify</p>
4.	<p>Continue navigating through the application process and completing each step. Review and Submit application.</p> <p>You have now successfully submitted an application with an employee referral listed.</p>

