

# Kiosk Referral Instructions

Please follow the instructions below in order to submit your referral to the Employee Central Kiosk. All information provided regarding your candidate should be **accurate and up to date** as edits will not be allowed after submission.

**Step 1:** Login to the kiosk and select “My Human Resources.”



**Step 2:** Select the “Non-Skilled Hourly Referral Submission” located on the right side (Icon will appear when referral window is opened.)



**Step 3:** Once you select the “Non-Skilled Hourly Referral Submission” you will be directed to the following screen to begin your submission. Review eligibility and then click “Submit New Referral.”

### Non-Skilled Hourly Referral Program

Employee:	Seniority Date:
C-ID:	Plant: 2459

**Eligibility to Submit a Referral:**

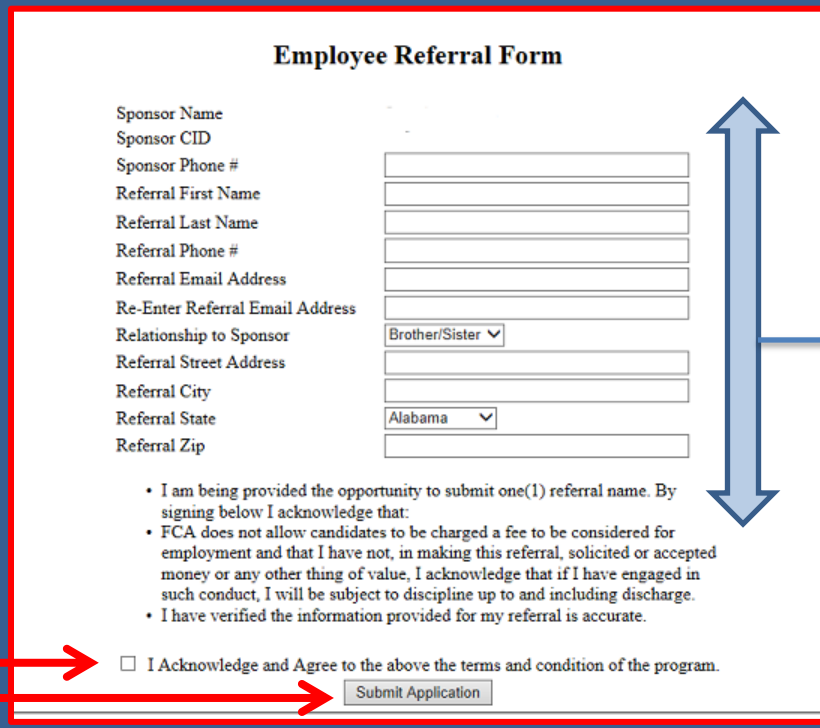
- You must be a UAW Hourly or Salaried Represented Employee.
- You must be a seniority employee.
- There is no guarantee of employment; this submission allows your referral the opportunity to be selected for employment consideration.
- Candidates who are considered for employment must satisfactorily complete all phase of the hiring process.
- No status updates will be provided to either the plant or the sponsor. Referral candidates may check their status on [chryslercareers.com](http://chryslercareers.com) or by calling the Candidate Care number: 866-428-9904
- Upon successful completion of the hiring requirements, candidates may be placed at any location within the labor market in which they apply. Job opportunities may be of any employment type - Full-Time, Temporary, or Summer Vacation Replacement (SVR).
- IMPORTANT:** If your referral is selected, an email with a link allowing him/her to submit an application via the on line system will be sent to the referral's email address provided. The referral's email address must be unique to the referral and can not be the same email address used by someone who has previously applied to FCA

Submit New Referral

Review eligibility language and select “Submit” when ready to begin.

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**Step 4:** Once you have selected the **“Submit New Referral”** button you will be directed to the screen below. This is where you will need to accurately fill in **ALL** information. Any field left blank will result in an **ERROR** and your referral will not be entered. Once you have filled in all fields, ensure you click on the acknowledge box, then click **“Submit Application.”**

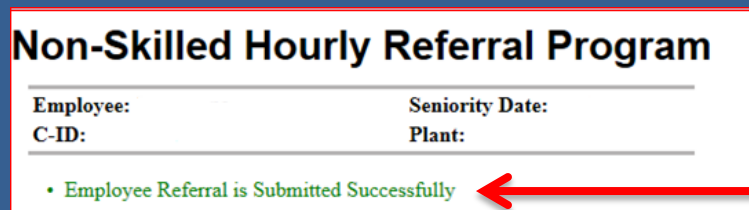


The form is titled "Employee Referral Form" and contains the following fields: Sponsor Name, Sponsor CID, Sponsor Phone #, Referral First Name, Referral Last Name, Referral Phone #, Referral Email Address, Re-Enter Referral Email Address, Relationship to Sponsor (dropdown menu with "Brother/Sister" selected), Referral Street Address, Referral City, Referral State (dropdown menu with "Alabama" selected), and Referral Zip. Below the fields is a list of terms and conditions, followed by a checkbox labeled "I Acknowledge and Agree to the above the terms and condition of the program." and a "Submit Application" button. A large blue double-headed vertical arrow is positioned to the right of the form fields.

All blank fields **MUST** be filled out in order to validate your referral.

Click on the acknowledge box and then click **“Submit”** when you have completed

**Step 5:** When your referral has been successfully completed and submitted the following screen will appear.



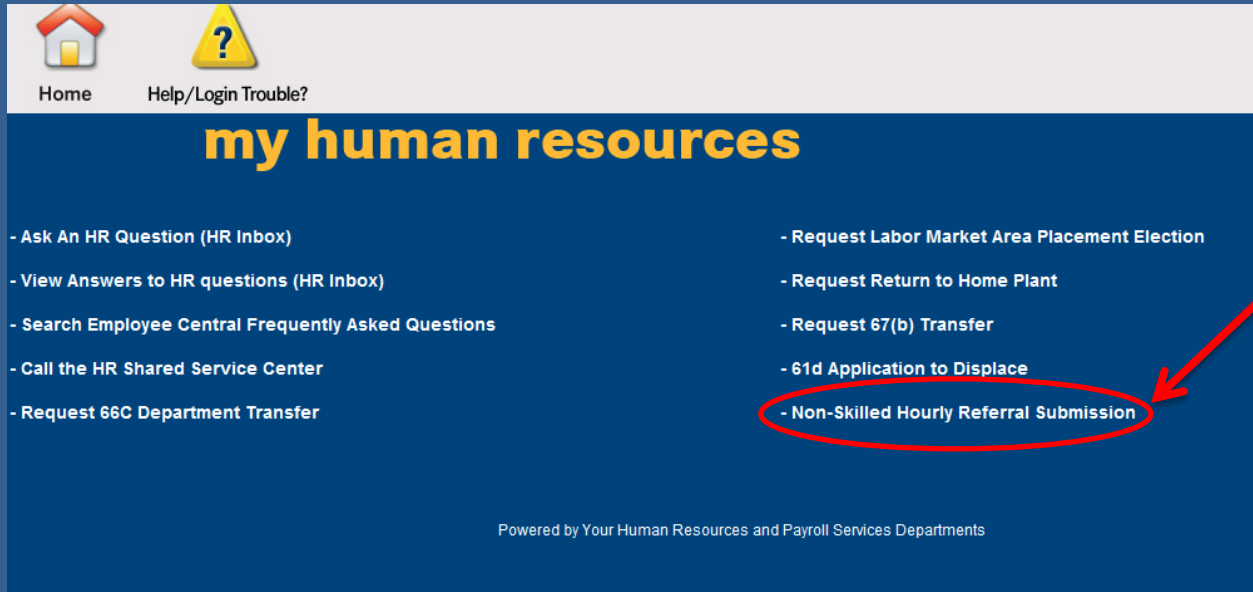
The screen is titled "Non-Skilled Hourly Referral Program" and displays the following information: Employee: \_\_\_\_\_, Seniority Date: \_\_\_\_\_, C-ID: \_\_\_\_\_, Plant: \_\_\_\_\_. Below this information is a green bullet point: **• Employee Referral is Submitted Successfully**. A red arrow points from the success message to the right.

This message will be presented when the submission goes through.

**\*Please note changes will NOT be allowed to your referral once you click **“Submit.”****

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\*If using DASHBOARD to access the application, please be advised the screen will appear as pictured below. All steps after selecting "Non-Skilled Hourly Referral Submission" will mirror the above instructions.



The screenshot shows a user interface for 'my human resources'. At the top, there are two navigation icons: a house icon labeled 'Home' and a yellow triangle with a question mark labeled 'Help/Login Trouble?'. Below this is a dark blue header with the text 'my human resources' in orange. The main content area is dark blue and contains two columns of white text links. The first column includes: '- Ask An HR Question (HR Inbox)', '- View Answers to HR questions (HR Inbox)', '- Search Employee Central Frequently Asked Questions', '- Call the HR Shared Service Center', and '- Request 66C Department Transfer'. The second column includes: '- Request Labor Market Area Placement Election', '- Request Return to Home Plant', '- Request 67(b) Transfer', '- 61d Application to Displace', and '- Non-Skilled Hourly Referral Submission'. The last item in the second column is circled in red, and a red arrow points to it from the right. At the bottom of the page, it says 'Powered by Your Human Resources and Payroll Services Departments'.

- Ask An HR Question (HR Inbox)
- View Answers to HR questions (HR Inbox)
- Search Employee Central Frequently Asked Questions
- Call the HR Shared Service Center
- Request 66C Department Transfer
- Request Labor Market Area Placement Election
- Request Return to Home Plant
- Request 67(b) Transfer
- 61d Application to Displace
- Non-Skilled Hourly Referral Submission

Powered by Your Human Resources and Payroll Services Departments