

## How to submit an employee referral

After you have uploaded your resume (step 2) and completed the questionnaire (step 3), step 4 of the application process is the referral source questionnaire.

Follow these steps:

### 1. In “How did you learn of the job?” field – select **Referral** from the drop down menu

The screenshot shows the 'Apply for Job' interface for the position 'Skate/Hockey Instructor'. The progress bar on the left indicates that steps 1 through 3 are complete, and step 4, 'Additional Information', is currently in progress. The main content area is titled 'Step 4 of 5: Additional Information' and includes instructions: 'Please answer the following questions carefully and accurately. Once your application is submitted, your responses cannot be edited. This information will help to inform future advertising and marketing strategies for this position.' Below this, there is a section for 'Additional Information' with a dropdown menu for 'How did you learn of the job?'. The dropdown is open, showing a list of options: City of Calgary Web Site, Community Agency, Digital Platform, Educational Institution, Executive Search Agency, Internet/Job Board Search, Job/Career Fair, LinkedIn, Other Source, Professional Association, **Referral**, Signage/Billboard, Social Media, and Television/Radio/Film. The 'Referral' option is highlighted with a red box.

### 2. In the “Additional Information” field – select **City of Calgary Employee** from the drop down menu

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**3. In the “Specific Referral Source” field – enter the First and Last Name of the City of Clagary employee**

**Apply for Job**  
Skate/Hockey Instructor

Save as Draft | < Previous | Next >

**1 Start** Complete  
**2 Resume** Complete  
**3 Questionnaire** Complete  
**4 Additional Information** In Progress  
**5 Review and Submit** Not Started

**Step 4 of 5: Additional Information**  
Please answer the following questions carefully and accurately. Once your application is submitted, your responses cannot be edited. This information will help to inform future advertising and marketing strategies for this position.

**Additional Information**

\*How did you learn of the job? Referral  
Additional Information City of Calgary Employee  
**Specific Referral Source** [ ]

**4. After entering the City of Calgary Employee name, click Next to continue.**

**Apply for Job**  
Skate/Hockey Instructor

Save as Draft | < Previous | **Next >**

**1 Start** Complete  
**2 Resume** Complete  
**3 Questionnaire** Complete  
**4 Additional Information** Complete  
**5 Review and Submit** In Progress

**Step 4 of 5: Additional Information**  
Please answer the following questions carefully and accurately. Once your application is submitted, your responses cannot be edited. This information will help to inform future advertising and marketing strategies for this position.

**Additional Information**

\*How did you learn of the job? Referral  
Additional Information City of Calgary Employee  
Specific Referral Source First Name Last Name