### **Sharing your referrals portal link**

**Subject line:** How to refer someone for a job here (or apply yourself)

Hi,

Ever seen one of our jobs advertised and thought of someone—a friend, ex-colleague or even yourself—who’d be a perfect fit? Chances are you have, but were unsure what to do next.

The answer? Use our referrals website.

**You can sign up by accessing this link:** *{Copy and paste the direct link to your portal. It will look like this: https://[subdomain].workable.com/referrals}* **Be sure to use your company email.**

Via the portal you'll be able to:

* See the jobs we're recruiting for
* Submit and track referrals
* Apply for positions internally
* Receive notifications about new jobs

[**Check out a quick video**](https://help.workable.com/hc/en-us/articles/360040760054) **to see how it's done.**

Referrals are the best way of employing more great people (like you). And, hiring great people is what makes us a success. Thank you for helping us hire more of the best!

### **Inviting referrals members manually**

**Subject line:** How to refer someone for a job here (or apply yourself)

Hi,

Ever seen one of our jobs advertised and thought of someone—a friend, ex-colleague or even yourself—who’d be a perfect fit? Chances are you have, but were unsure what to do next.

The answer? Use our referrals website.

**You'll soon receive an invitation to our Referrals portal. Be sure to accept the invitation via the link in that email by using your company email.**

Via the portal you'll be able to:

* See the jobs we're recruiting for
* Submit and track referrals
* Apply for positions internally
* Receive notifications about new jobs

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