

Good afternoon, Exempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart

APPS

Internal Candidate - Refer Employee for Internal Job

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

Good afternoon, Exempt Staff!

1/13
Click 'Me'

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
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- My Organization Chart

APPS

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance

BlueSky Help

- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences
- Onboarding Tasks
- Current Tasks
- In-Progress Checklists
- Completed Checklists



Pay



Time and Absences



Career and Performance



Personal



Learning



Benefits

2/13 x
Click 'Current Jobs'



Current Jobs



Web Clock



Roles and Delegations



Expenses



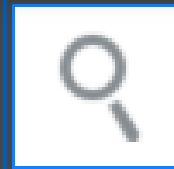
Campus Address




DPU Alert


Current Jobs


3/13
Search for a Job or Click 'Search' icon to see all available jobs


Search by job title, organization, or other keyw Chicago,IL,United States 

BlueSky Help

 **Favorite Jobs**
See your preferred jobs

 **Job Applications**
Review the job applications you submitted

 **Referrals**

 **Job Offers**

Jobs

Jobs (4)

Search...

Chicago, IL, United States

4/13
Click the Job that you want to refer to

25 Miles

Filters

Clear All

Sort By Relevance

Location

Chicago, IL, United States (4)

Job Family

Marketing, Comm & Ext Affairs (2)

Student Services (1)

Public Safety (1)

Organization

DePaul University (4)

Posting Dates

All (4)

Today (1)

Less than 7 Days (2)

- ★ **Marketing Specialist (39)**
Chicago, IL, United States
- ★ **Program Manager - BlueSky (18)**
Chicago, IL, United States
- ★ **UAT Testing (41)**
Chicago, IL, United States
- ★ **UAT Integration Title Test (43)**
Chicago, IL, United States

BlueSky Help

Marketing Specialist

39

Star icon, Actions dropdown, Apply button

5/13
Click 'Expand' icon

Job Info

Organization
DePaul University

Job Family
Marketing, Comm & Ext Affairs

Job Grade
Staff Salary Grade S06

Locations
Chicago, IL, United States

Work Locations
55 E. Jackson Blvd

Posting Date
10/12/2020

Posting Visibility
Internal and External

Full or Part Time
Full time

BlueSky Help

Job Details

Job Description

Multicultural Statement

At DePaul University, we are looking for candidates who want to join us in our mission to provide access to education for all. Successful candidates welcome ideas and perspectives from colleagues and students representing a wide variety of cultures, backgrounds, religious beliefs, and experiences. We seek collaborative, open-minded and hard working professionals to work

Marketing Specialist

39

Star icon, Actions dropdown, Apply button

- Share the Job
- Copy the Link
- Refer a Candidate
- Refer an Employee

Job Info

Organization
DePaul University

Job Family
Marketing, Comm & Ext Affairs

Job Grade
Staff Salary Grade S06

Locations
Chicago, IL, United States

Work Locations
55 E. Jackson Blvd

Posting Date
10/12/2020

Posting Visibility
Internal and External

Full or Part Time
Full time

6/13 Click 'Refer an Employee'

BlueSky Help

Job Details

Job Description

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Refer an Employee

Marketing Specialist (39)

Submit

Cancel

1 Employee Name

Employee Name

7/13 x
Enter 'Employee Name'

Continue

2 Referral Info

BlueSky Help

Refer an Employee

Marketing Specialist (39)

Submit

Cancel

1 Employee Name

Employee Name

Joseph Baer

8/13

Click 'Continue'

Continue

2 Referral Info

Refer an Employee

Marketing Specialist (39)

Submit

Cancel

1 Employee Name

Edit

2 Referral Info

Employee Name
Joseph Baer

9/13
Enter 'Message to Candidate'

Message to Candidate

I have submitted your name for the job Marketing Specialist.
You are invited to check it out and apply.

2

I also want to provide an endorsement

BlueSky Help

1 Employee Name

[Edit](#)

2 Referral Info

Employee Name

Joseph Baer

Message to Candidate

I have submitted your name for the job Marketing Specialist.
You are invited to check it out and apply.

2

10/13

Click 'I also want to provide an endorsement'

I also want to provide an endorsement

Employee Name

Joseph Baer

Message to Candidate

I have submitted your name for the job Marketing Specialist.
You are invited to check it out and apply.

2

I also want to provide an endorsement

11/13

Enter 'Endorsement'

Endorsement

Tell the hiring team why this candidate is a good fit for the job.

Rating



Employee Name

Joseph Baer

Message to Candidate

I have submitted your name for the job Marketing Specialist.
You are invited to check it out and apply.

2

I also want to provide an endorsement

Endorsement

Tell the hiring team why this candidate is a good fit for the job.

Rating



12/13 ×
Select 'Rating'

Refer an Employee

Marketing Specialist (39)

Submit

Cancel

13/13
Click 'Submit' to Refer and 'Cancel' to discard

1 Employee Name

Edit

2 Referral Info

Employee Name

Joseph Baer

Message to Candidate

I have submitted your name for the job Marketing Specialist.
You are invited to check it out and apply.

2

I also want to provide an endorsement

BlueSky Help

Refer an Employee

Marketing Specialist (39)

Submit

Cancel

1 Employee Name

Edit

2 Referral Info

Employee Name
Joseph

Message to Candidate

I have submitted your name for the job Marketing Specialist. You are invited to check it out and apply.

2

I also want to provide an endorsement

Congratulations. You have successfully completed the flow to **Refer an Employee**

If you want to view the walkthrough again, click **'Self-Help'** and **'Refer Employee for Internal Job'**.

BlueSky Help