

Program Manager Best Practices

Follow these 7 tips to get the most out of the Staffing Referrals automated referral management platform.

- 1. Make sure recruiters are talking about their referral program with everyone they interview or place**
- 2. Supply your recruiters with messaging to add to their email signature and instructions for how to embed it**
[Create a signature in Outlook](#)
[Create a signature in Gmail](#)
- 3. Ensure all your recruiters have set up their Staffing Referrals profiles**
[Set up your profile](#)
- 4. Assist recruiters with adding hot jobs to their profiles and broadcasting them to their ambassador network**
[Add hot jobs to your recruiter profile](#)
[Broadcast jobs to your brand ambassadors](#)
[Broadcast jobs on behalf of your recruiters](#)
- 5. Encourage recruiters to share their referral links on social media**
[Invite ambassadors on social media](#)
- 6. Upload weekly invites and placements**
[Invite ambassadors with a list upload](#)
- 7. Pull a candidate report weekly and follow up with recruiters on their leads**
[Create a candidate report](#)