

# REFER A FRIEND!

Do you have a friend you think would be great for COG? Follow these steps to refer your friend to a role or to our talent pool.

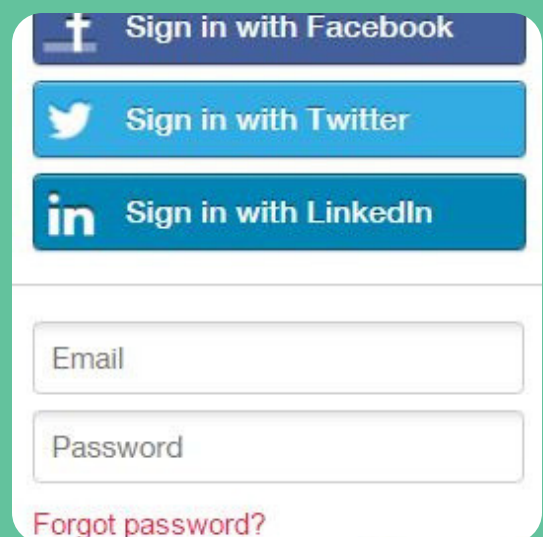
## ACCESS OUR INTERNAL CAREERS SITE

Sign in to our internal careers site

<https://cottononjobs.com/internal>

Use the email you receive your payslip to and enter your password.

If you've never logged in before or you can't remember your password, select 'Forgot your password'.



A screenshot of the internal careers site login interface. It features three social media login buttons: 'Sign in with Facebook', 'Sign in with Twitter', and 'Sign in with LinkedIn'. Below these are two text input fields for 'Email' and 'Password'. At the bottom, there is a link for 'Forgot password?'.

## UPLOAD A FRIENDS RESUME

Find the job you want to refer your friend for, click on the job link and select 'Upload friends resume'.



Then you just need to fill in your friends details, upload the resume and select 'Submit friends resume'.

## JOIN THE TALENT POOL

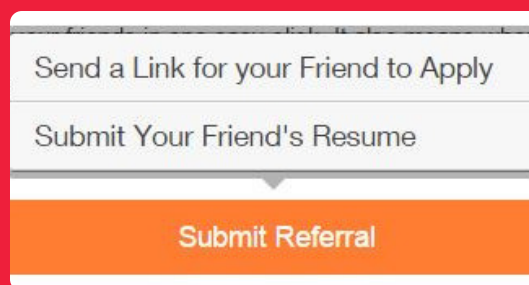
Can't find a specific job that you want to refer your friend to?  
Just add them to our talent pool!

On the internal careers site, scroll down and you will find a 'Submit Referral' button.

You can then choose to submit your friends resume following the same steps as above

OR

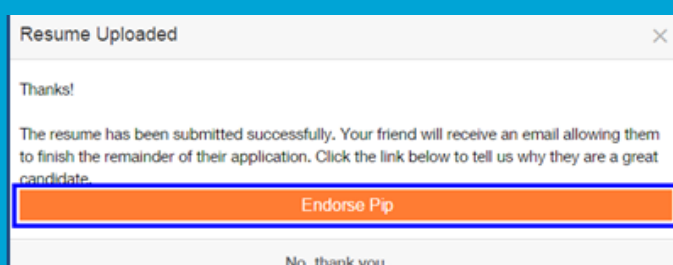
Send a link to your friend for them to do this.



## ENDORSE YOUR FRIEND

You will then be asked to endorse your friend.

Follow the prompts and tell us how you know your friend and why they would be great for the role!



If they are successful, don't forget to check out the 'Referral Program' tab on the internal careers site for more info on how to claim your referral bonus



QUESTIONS? SEND US AN EMAIL AT  
[REFERRALS@COTTONON.COM.AU](mailto:REFERRALS@COTTONON.COM.AU)

YOU CAN ALSO CHECK OUT OUR REFERRAL POLICY [HERE](#)