

02

Submitting a Referral

Odoo 19 Enterprise · Employee Referral

Employees browse open positions and submit candidate details.

1 Submit a referral

Employee Referral → Jobs

Employees see a list of open positions on the Employee Referral portal. Click Refer a Friend on any position. Enter the candidate's name, email, phone, and an optional personal note. The candidate receives an email invitation to apply. The referring employee can track the status of their referral from their dashboard.

REFERRAL SUBMISSION FIELDS

Job Position *	Which open role the candidate is being referred for.
Candidate Name *	Full name of the referred candidate.
Candidate Email *	Email for the application invitation.
Candidate Phone	Optional phone number.
Note	Personal note from the referring employee – visible to HR.

2 Rewards and points

Employee Referral → My Referrals

Points are awarded at each stage of the referral: when the candidate applies, when they are interviewed, when they receive an offer, and when they are hired and complete probation. Points are displayed on the employee's referral dashboard. Redeem points for gifts configured by HR – e.g. extra leave day, vouchers, merchandise.

Configuring rewards – Configure the reward catalogue in Employee Referral > Configuration > Rewards. Add items with point costs. Employees browse and request rewards from their dashboard. HR approves the reward request and fulfils it – Odoo does not handle physical fulfilment automatically.