

Good morning, DePaul Employee

Me My Te

Employee - Refer a Candidate

Others >



QUICK ACTIONS

Personal Details

Identification Info

Contact Info

APPS



Directory



Journeys



Pay

1/12
Click 'Me.'

g, DePaul Employee

- Me
- My Team
- My Client Groups
- Procurement
- Tools
- Reports
- Others



QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info

APPS

- Directory
- Journeys
- Pay

Personal Details

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Document Records

Employment Info

Additional Assignment Info



Directory



Journeys



Pay



Time and Absences



Career
Performance



Learning



Benefits



Current Staff Jobs



2/12 ×

Click **'Current Staff Jobs.'**

Back





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Current Staff Jobs

Search for opportunities



Opportunity All

Jobs

Recommended

Trending

Favorites



11 items

Update Interests

Sort By Relevance

Job 3/4/2026

Academic Pathways Advisor & Student

Job 2/13/2026

Research Assistant

Job 2/13/2026

Research Coordinator

3/12



Enter a job title, keyword, or job number in the *Search for opportunities* field, then click the **magnifying glass**.

To search all jobs, just click the magnifying glass.



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< Current Staff Jobs

Assistant

- Opportunity All
- Jobs
- Recommended
- Trending
- Favorites



4/12
Click a job's tile.

3 items

Sort By Relevance

Job 2/9/2026

PT Research Project Assistant

Job 1/20/2026

PT Research Project Assistant

Job 9/30/2025

Assistant Director



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< PT Research Project Assistant

1860

More Actions icon (three dots) | Apply button

5/12 ×
Click 'More Actions' (i.e., the ellipses).

Job info

Organization Name DePaul University	Job Family Research & Program Admin	Job Grade Staff Salary Grade S02
Locations Chicago, IL, United States	Posting Visibility Internal and External	Full Time or Part Time Part time
Travel Required No	Posting Date 2/9/2026	
Campus Location Lincoln Park Campus	Grant/Gift Type Grant/Gift	FLSA Status Non-Exempt
Department F&A Center for Centrs IC	Salary Grade S02	

Contacts

- DePaul Recruiter**
Recruiter
- DePaul Manager**
Hiring Manager



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PT Research Project Assistant

1860

Apply

Job info

Organization Name DePaul University	Job Family Research & Program Admin	Job Grade Staff Salary Grade S02
Locations Chicago, IL, United States	Posting Visibility Internal and External	Full Time or Part Time Part time
Travel Required No	Posting Date 2/9/2026	
Campus Location Lincoln Park Campus	Grant/Gift Type Grant/Gift	FLSA Status Non-Exempt
Department F&A Center for Centrs IC	Salary Grade S02	

6/12
Select 'Refer Candidate' from the menu that appears.



DePaul Rec
Recruiter

Refer Candidate

DePaul Manager
Hiring Manager



Refer a Candidate

PT Research Project Assistant - 1860

Cancel

Submit

Who would you like to refer?

Required

Continue

7/12



Enter the candidate's personal email address in the *Email* field.





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Refer a Candidate

PT Research Project Assistant - 1860

Cancel

Submit

Who would you like to refer?

Email
DeePaul@outlook.com

Continue

8/12



Click 'Continue.'



Refer a Candidate

PT Research Project Assistant - 1860

Cancel

Submit

9/12



Under the 'Candidate details' section, fill in the **First Name**, **Last Name**, and, if available, **Phone Number** for the person you want to refer.

When you are finished, click '**Next**' to continue.

Next

Email
DeePaul@outlook.com

Candidate details

Title



First Name

Required

Middle Name

Last Name

Required

Candidate Preferred Language



Country



Area Code

Phone Number



Middle Name

Last Name
Paul

Candidate Preferred Language

Country

Phone Number

10/12



It's okay if you do not have the candidate's resume at this time; they can upload it with their own application.

If the resume is readily available, attach it to the **Attachments** section.

Click '**Next**' to continue.

Back

Next

Attachments

Attach a resume and other related documents

Drag and Drop

Select or drop files here.



Select a rating



Add a private message for the candidate

11/12 ×

If desired, enter a message for the candidate.

If you would prefer to skip this step, click **'Next'** to continue.

[Back](#) [Next](#)

Hi, I referred you for the PT Research Project Assistant job. You're invited to check it out and apply.





Refer a Candidate

PT Research Project Assistant - 1860

Cancel Submit

12/12 ×
Click 'Submit.'
Back

Who would you like to refer?

Email
DeePaul@outlook.com

Candidate details

Title	First Name Dee



Refer a Candidate

PT Research Project Assistant - 1860

Cancel

Submit

Who would you like to refer?

Email
DeePaul@outlook.com

Candidate details

Title

First Name
Dee

Congratulations! You have successfully referred a candidate for a job at DePaul.

If the referred candidate is hired, you may be eligible for a bonus from the [Employee Referral Program](#).

