

Good morning, DePaul Employee

Me My Team

Others >

**Internal Candidate - Refer
Colleague for Internal Job**

QUICK ACTIONS

Personal Details

Identification Info

Identification Info

Contact Info



Directory



Connections



Journeys

1/11
Click 'Me.'

g, DePaul Employee

Me My Team My Client Groups Procurement Tools Reports Others >

QUICK ACTIONS

Personal Details

Identification Info

Identification Info

Contact Info

APPS




Directory




Connections





Journeys


 Family and Emergency Contacts

 My Organization Chart


 My Activity Center

 My Public Info


 Change Photo

 Document Records

 Document Delivery Preferences

 Employment Info

 Document Delivery Preferences

 Eligible Jobs

Pay

Time and
Absences

Career and
Performance

2/11

×

Click '**Current Staff Jobs.**' On the Current Staff Jobs page, search for and select any internal jobs that may be of interest to your colleague.

Back



Benefits



Current Staff Jobs



Web Clock



Roles and
Delegations



Expenses



Campus Address

BlueSky Help

< Internal Communications Specialist
1723

...

Apply

3/11

Click 'More Actions' (i.e., the '...').

Job info

Organization Name	Locations	Full Time or Part Time
DePaul University	Chicago, IL, United States	Full time
Posting Date		
5/6/2025		
Campus Location	Grant/Gift Type	FLSA Status
Loop Campus	Operating	Exempt
Department	Salary Grade	
University Communications	S07	
Job Description		
The Highlights: Reporting to the Director, Internal Communications, the Internal Communications Specialist plays a lead role in the production and delivery of the weekly university newsletter, including		

Contacts

Muqadas Munir Recruiter
mmunir1-PEMAIL_W1_1837822@discar...
Elizabeth Clements Hiring Manager

Internal Communications Specialist

1723

Apply

Job info

Organization Name
DePaul University

Locations
Chicago, IL, United States

Posting Date
5/6/2025

Campus Location
Loop Campus

Grant/Gift Type
Operating

Department
University Communications

Salary Grade
S07

Job Description

The Highlights:

Reporting to the Director, Internal Communications, the Internal Communications Specialist plays a lead role in the production and delivery of the weekly university newsletter, including

Contacts

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Select 'Refer Candidate' from the menu that appears.

Mark as Favorite

Share Job

Copy Job Link

Refer Candidate

mmunir1-PEMAIL_W1_1837822@discar...

Elizabeth Clements

Hiring Manager

Refer a Candidate

Internal Communications Specialist - 1723

Cancel

Submit

Who would you like to refer?

Email

Required

Continue

5/11

×

Enter colleague's email address in the **Who would you like to refer?** field.

Refer a Candidate

Internal Communications Specialist - 1723

Cancel

Submit

Who would you like to refer?

Email
candidate@depaul.edu

Continue

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Click 'Continue.'

Back

Refer a Candidate

Internal Communications Specialist - 1723

Cancel

Submit

Who would you like to refer?

Email
candidate@depaul.edu

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Enter all necessary information in the **Candidate details** fields.

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

Back

Next

Candidate details

Title



First Name

Required

Middle Name

Last Name

Attachments

Attach a resume and other related documents

Drag and Drop

Select or drop files here.

8/11

×

If desired, enter an endorsement for the candidate in the **Provide an endorsement** field.

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

Back

Next

Provide an endorsement

Select a rating



Attachments

Attach a resume and other related documents

Drag and Drop

Select or drop files here.

Provide an endorsement

This candidate would be excellent for the job.

Select a rating



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If desired, choose a rating for the candidate in the **Select a rating** field.

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

Back

Next

Provide an endorsement

This candidate would be excellent for the job.

Select a rating



Add a private message for the candidate

10/11

Enter a **private message for the candidate** notifying them of the referral.

BackNext

Hi, I referred you for the Internal Communications Specialist job. You're invited to check it out and apply.

Refer a Candidate

Internal Communications Specialist - 1723

11/11

Click '**Submit**' to complete the candidate referral.

Alternatively, you may click 'Cancel' to discard your changes.

Cancel

Submit

Who would you like to refer?

Email

candidate@depaul.edu

Candidate details

Title	First Name Dee
Middle Name	Last Name Paul

Refer a Candidate

Internal Communications Specialist - 1723

Cancel Submit

Who would you like to refer?

Email
candidate@depaul.edu

Congratulations! You have successfully referred a colleague for an internal job.

Candidate details

Title

First Name
Dee

Middle Name

Last Name
Paul