

# User Guide

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## How to Refer a Friend or Family Member to a Job You Have Seen v1.0

## When to use this guide

Whilst you are searching for a vacancy on [www.harland-wolff.com](http://www.harland-wolff.com) you may see a position you think a friend or family member may be interested in and there is the ability for you to send the individual the vacancy within the system.

## How to Search for Active Jobs at Harland & Wolff:

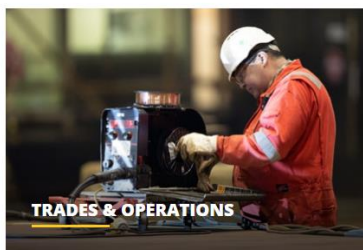
To search all active jobs at Harland & Wolff you will need to go to the company website which can be accessed at [www.harland-wolff.com](http://www.harland-wolff.com) and navigate to the Careers Section.

One the Careers Page you will find information about the company and be able to view and apply for all our current vacancies.

CURRENT VACANCIES					Notify me of jobs
Job Title	Type of Employment	Department	Location	Published Since	
Lauren Linda Hiring manager	Full-time	Human Resources	Belfast, United Kingdom	5/1/2024	<a href="#">VIEW JOB</a>
Demo 1	Full-time	Human Resources	Belfast, United Kingdom	5/1/2024	<a href="#">VIEW JOB</a>
SLT Training Demo 1	Full-time	Human Resources	Belfast, United Kingdom	5/1/2024	<a href="#">VIEW JOB</a>
ATS DEMO (SOP)	Full-time	Human Resources	Belfast, United Kingdom	3/1/2024	<a href="#">VIEW JOB</a>

The site is also split into 3 Career Sectors which enable you to search and apply for jobs that specifically relate to the career sector selected.

## CAREER SECTORS



When you have found a vacancy you wish to look at, simply click “View Job”



This will take you to that specific job vacancy and provide all the necessary information needed.



### SLT Demo 2

Queens Rd, Belfast BT3, UK

Full-time

Location: Belfast (New Build)

Department: Bids

Employment Type: Permanent

#### Company Description

We are a multisite fabrication company operating in the maritime and offshore industry throughout six services, five markets and across four distinct sites.

In Belfast, Northern Ireland, we operate one of the largest drydocks in Europe as well as being one of only three shipyards in the UK large enough to undertake complex defence projects.

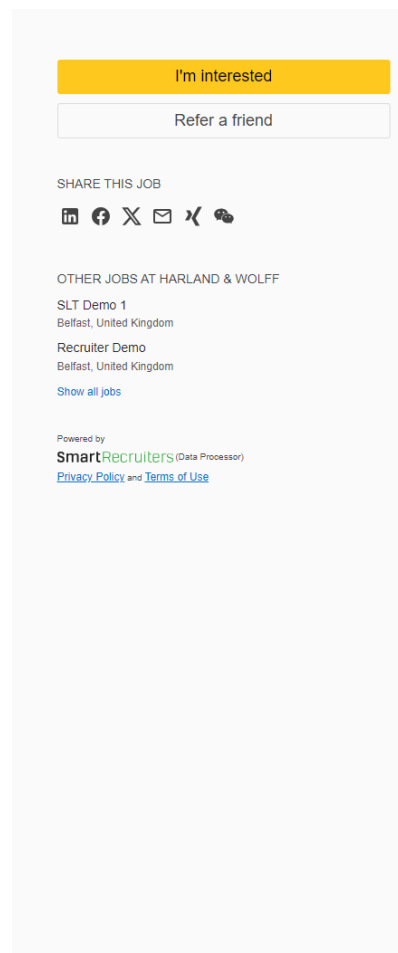
As a result of the acquisition of Harland & Wolff (Appledore) in August 2020, we have been able to capitalise on opportunities at both ends of the ship-repair and shipbuilding markets where there will be significant demand.

Following this, in February 2021, we acquired the assets of two Scottish-based yards along the east and west coasts. Now known as Harland & Wolff (Methil) and Harland & Wolff (Ardrossan), these facilities will focus on fabrication work within the renewable, energy and defence sectors.

Harland & Wolff is a wholly owned subsidiary of Harland & Wolff Group Holdings plc (previously known as InfraStrata plc), a London Stock Exchange-listed firm. In addition, it also owns the Islandmagee gas storage project, which is expected to provide 25% of the UK's natural gas storage capacity and to benefit the Northern Irish economy as a whole when completed.

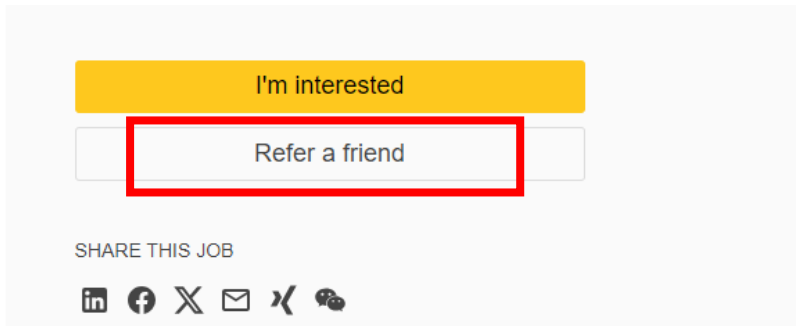
#### Job Description

- Contributing to the delivery of the HR strategy.
- Ensuring that HR support is aligned to business objectives.
- With guidance from the HR Business Partner, planning and delivery of HR projects.
- Identify succession requirements to meet changing requirements and ensure that appropriate actions are implemented.
- Drafting, implementing, and monitoring HR policies and procedures in line with legislation and business needs.
- Working in partnership with supervisors and managers to create and implement effective onboarding plans including induction plan, 6-month KPIs etc.
- Ensuring onboarding, induction and training of any new HR Staff
- Utilise and maintain all HR software systems and processes to ensure timely and accurate reporting and management of employee information to reliably inform decision making at all levels within Harland & Wolff.
- Actively utilise the HR Information System to support business requirements and increase the HR efficiency and reporting capability.




## How to Refer a Friend or Family Member:

If you find a specific role you would like to refer to a friend or family member, once in the job details you will see a 'Refer a Friend' button on the top right of the screen



If you click this button, this will take you to the referral screen which will ask you to enter some key information about the person you are referring.

- First Name
- Last Name
- Email
- Confirm Email
- Phone Number
- How do you Know this Person
- Recommendation



SLT Demo 2  
Queens Rd, Belfast BT3, UK

Do you have a SmartRecruiters login?  
If you are a Harland & Wolff employee and you have a SmartRecruiters account, please log in. [Login](#)

### About your referral

First, please enter some details about your referral

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Confirm email *
<input type="text"/>	<input type="text"/>
Phone number	How do you know this person? *
<input type="text"/>	Please select
Recommendation *	
<input type="text"/>	
Resume	
<a href="#">Browse resume</a> or just drop it here	

You will then also have the option to upload the friend or family members CV (this is not essential) by dragging and dropping the CV into the box at the bottom of the screen.

You will then need to enter some information about yourself so that the individual who you are referring knows the referral is coming from you and not a spam email from a system.

#### About you

Next, please enter your contact information to let the recruiting team know who is the referrer

Your first name \*

Your last name \*

Your email \*

Please review the Harland & Wolff [Privacy Policy](#).

- You confirm having received authorization to forward the above-mentioned information from the referral. \*
- By checking this box, you will declare that you read and agree to the privacy policy of Harland & Wolff. \*

Submit

Once all the information has been correctly inputted you then need to click the submit button and then the following screen will appear.



Congratulations, your referral was submitted!

Your friend or family members information will then be passed onto the Harland & Wolff Recruitment Team who will then be in contact with them in due course.