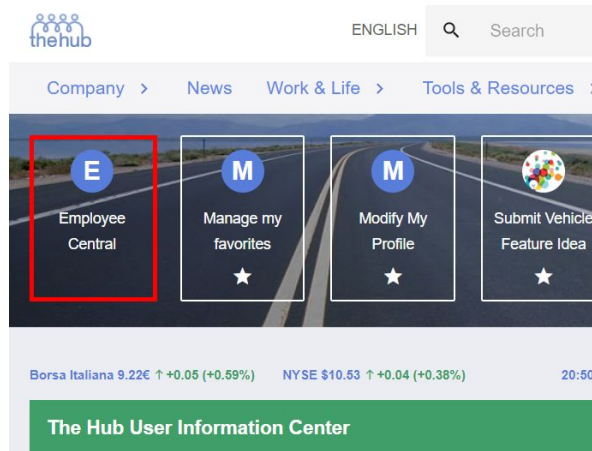


Employee Referral Instructions

Walk up to the kiosk



OR Log on to the Hub and access Employee Central from HubApps



OR Log on to Employee Central directly (T-ID and password):

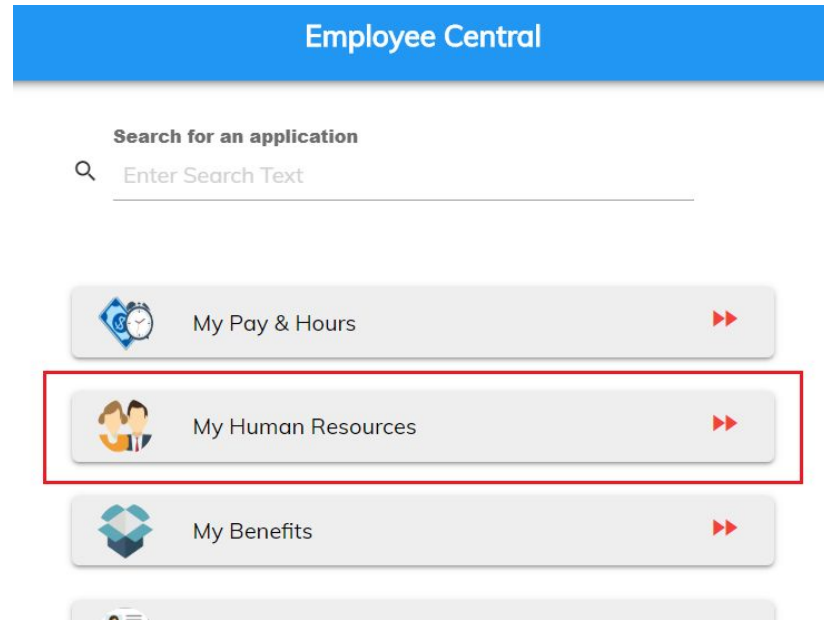
<https://fca.fyi/EmployeeCentral>



Employee Referral Instructions

Please follow the instructions below in order to submit your referral in Employee Central. All information provided regarding your candidate should be **accurate and up to date**.

Step 1: Log in to Employee Central and select **My Human Resources**.



Step 2: Select **Non-Skilled Hourly Referral Submission**



Employee Referral Instructions

Step 3: You will be directed to the following screen to begin your submission. Review eligibility and then select **Submit New Referral**.

Non-Skilled Hourly Referral Program



Eligibility to Submit a Referral:

- You must be a UAW Hourly or Salaried Represented Employee.
- YOU MUST BE A SENIORITY EMPLOYEE
- There is no guarantee of employment; this submission allows your referral the opportunity to be selected for employment consideration.
- Candidates who are considered for employment must satisfactorily complete all phase of the hiring process.
- No status updates will be provided to either the plant or the sponsor. Referral candidates may check their status on careers.fcagroup.com or by calling the Candidate Care number: 866-428-9904
- Upon successful completion of the hiring requirements, candidates may be placed at any location within the labor market in which they apply. Job opportunities may be of any employment type - Full-Time or Supplemental.
- **IMPORTANT:** If your referral is selected, an email with a link allowing him/her to submit an application via the on line system will be sent to the referral's email address provided. The referral's email address must be unique to the referral and can not be the same email address used by someone who has previously applied to FCA

SUBMIT NEW REFERRAL

Employee Referral Instructions

Step 4: Carefully fill in ALL information. Any field left blank will result in an ERROR and your referral will not be entered. Once you have filled in all fields, ensure you check the acknowledge box, then select **Submit New Referral**.

Non-Skilled Hourly Referral Program

Sponsor Name	<input type="text"/>
Sponsor CID	<input type="text"/>
Sponsor Phone #	<input type="text" value="Enter Sponsor Phone"/>
Referral Name (Full Legal Name)	<input type="text" value="Enter Referral Name (Full Legal Name)"/>
Referral Phone #	<input type="text" value="Enter Referral Phone"/>
Referral Email Address**	<input type="text" value="Enter Referral Email Address"/>
Re-Enter Referral Email Address	<input type="text" value="Re-Enter Referral Email Address"/>
Relationship to Sponsor	<input type="text" value="Brother/Sister"/>
Referral Street Address	<input type="text" value="Enter Referral Street Address"/>
Referral City	<input type="text" value="Enter Referral City"/>
Referral State	<input type="text" value="Choose State"/>
Referral Zip	<input type="text" value="Enter Referral Zip"/>

All fields are required

* Note: The referral's email address must be unique to the referral and cannot be the same email address used by someone who has previously applied to FCA.

- I am being provided the opportunity to submit one(1) referral name. By signing below I acknowledge that:
- FCA does not allow candidates to be charged a fee to be considered for employment and that I have not, in making this referral, solicited or accepted money or any other thing of value. I acknowledge that if I have engaged in such conduct, I will be subject to discipline up to and including discharge.
- I have verified the information provided for my referral is accurate.

I acknowledge and agree to the above terms and conditions of the program.

SUBMIT NEW REFERRAL

Employee Referral Instructions

Step 5: You will see the following message if your request is successfully submitted. Select **Go Home** to go back to the main menu, and **View Previous Requests** to see all of your submitted Employee Central requests.

Request Saved Successfully!

Thank you! The Request for Non Skilled Hourly Employee Referral has been submitted successfully.

[GO HOME](#) [VIEW PREVIOUS REQUESTS](#)