My Cority Management Referral Process

When you log into Cohort you would have seen either of these dashboard screens:



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When you log into Cority this is what you will see, some managers will have more icons than others:



The different icons will be associated to your profile in Cority that will have been set for you. Referring managers will only see our Management Referral Questionnaire buttons and any manager who also recruit staff directly, will have questionnaire buttons for both management referrals and for pre employment questionnaires.

To start a new referral in cohort you would have gone to this screen and clicked on the green Add New Referral option:

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To start a new referral in Cority you will click on the relevant Management Referral questionnaire button on show OR if not showing as a button click on New Questionnaire button and a drop down list appears and select from here:

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In Cohort you had to fill out this registration page:

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In Cority you will now complete this questionnaire, or similar one:

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On the left hand list you are able to view:

Your Tasks – switch to COMPLETE and you will see the questionnaires you have submitted to OHS

My Records – will show the referrals you have submitted in full and this is where you will go to see the OH response form

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