

How to submit an Employee Referral

This job aid walks you through the process of submitting a referral for Emory University's Employee Referral Program.

The program will pay a **\$500 bonus** to current Emory University employees who refer someone they know to a University position. To receive the bonus, the employee's referral must meet the minimum qualifications of the role, be selected for the position, their start date must occur on or after September 1, 2022, and they must remain employed for the first 90 days.

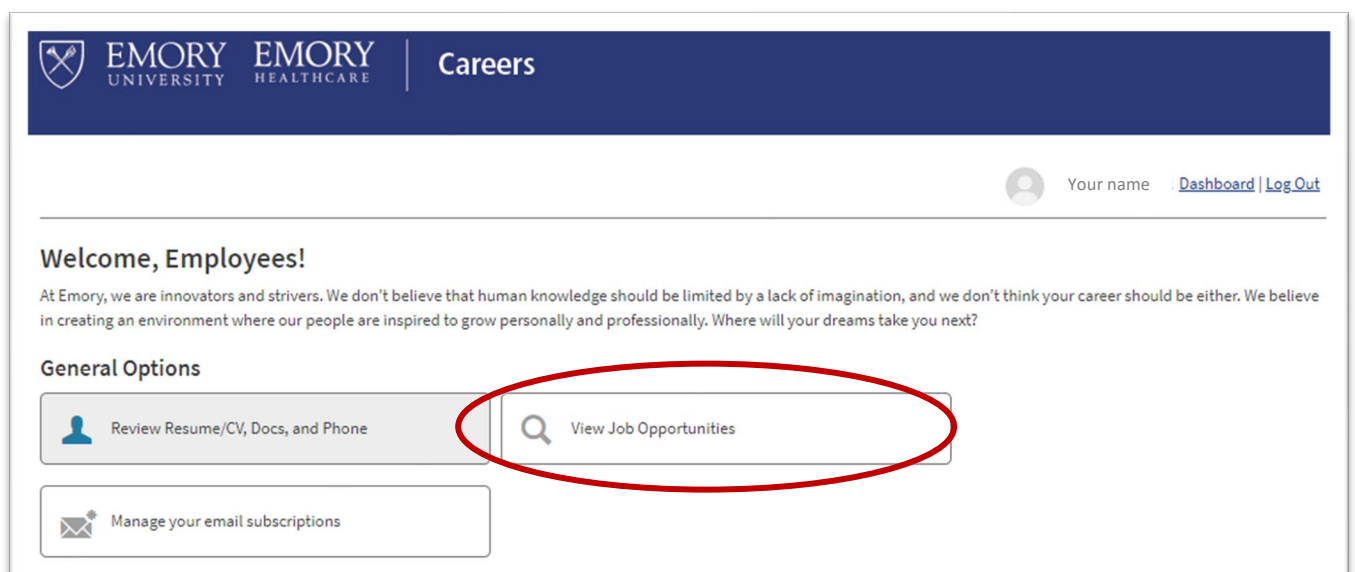
This program utilizes Emory's Internal Career Portal to identify and share jobs with referrals to ensure you are connected to your referrals and can check on their status at any time.

Step 1: Log in to Self-Service/PeopleSoft at <http://leo.cc.emory.edu>.

Step 2: Select the "Careers" tile.



Step 3: This will take you to Emory's Internal Career Portal. From here, click on "View Job Opportunities":



Step 4: Search Jobs: Type in keywords for the job you are looking for (ex: Administrative Assistant). Also add "university" as one of your keywords. This program does not apply to Emory Healthcare jobs, so adding university as a keyword will help to remove Emory Healthcare jobs. Be sure to review the job description to ensure that it is a University position before submitting your referral.

The screenshot shows the Emory Careers search results page. At the top, there are logos for Emory University and Emory Healthcare, and the word "Careers". Below this is a navigation bar with a "Welcome page" link and a user profile icon labeled "Your name" with links to "Dashboard" and "Log Out".

The main search area includes a text input field with "University" entered, a search button, and several dropdown menus for "Category" (Information Technology), "Campus Location" (All), "Position Type" (All), and "Location" (All). A "Sort By" dropdown is also present.

The search results are for "Data Analyst" on "Page 1 of 4". The job description includes a paragraph about Emory University. Below the description, a red circle highlights the following job details: "Division School Of Medicine", "Department SOM: Micro/Immun: Admin", and "Campus Location Atlanta, GA, 30322". Other details include "Job Number 97231", "Job Category Information Technology", and "Grade 332".

Step 5: Once you have identified a job that will be of interest and confirmed that your referral meets the minimum qualifications of the job, hit the "Refer A Friend" button (top right).

The screenshot shows the Emory Careers job details page for "Data Analyst". At the top, there are logos for Emory University and Emory Healthcare, and the word "Careers". Below this is a navigation bar with a "Welcome page" link and a user profile icon labeled "Your name" with links to "Dashboard" and "Log Out".

The job title "Data Analyst" is prominently displayed. Below it, there are several tags for job details: "Campus Location Atlanta, GA, 30322", "US-GA-Atlanta", "Division School Of Medicine", "Department SOM: Micro/Immun: Admin", "Job Type Regular Full-Time", "Job Number 97231", "Job Category Information Technology", "Standard Hours 40 Std Hours = 1.00 FTE", and "Grade 332".

On the right side of the page, there are two buttons: "Apply for this job online" and "Refer a Friend". The "Refer a Friend" button is circled in red.

At the bottom of the page, there is a section titled "Discover Your Career at Emory University" with a paragraph of text about the university's commitment to excellence and diversity.

Step 6: You will be prompted to provide the name and email address of your referral. You can also write a note that will go to your referral along with the job link. You do not need to submit a resume.

Please enter your referral's name and email address in the below fields. A resume is not required at this stage. When you hit enter, a link to this job will be emailed to them along with the message you enter in the open text box below. *Indicates a required field.
* indicates a required field.

Please tell us about your friend

First Name * Last Name * Email *

Please include a message to your referral here.

[Submit Referral](#)

Step 7: Your referral will receive an email with your message and a link to the job. They will be able to review the job and then confirm their interest by submitting "apply".

That's it!

You can refer to the Internal Career Portal for updates on your referral's status at any time:

Your Referrals				
Date	Name	Email	Job	Status
7/20/2022	Referral Name	Referral@theiremail.com	Senior Program Coordinator - Rollins School of Public Health	Applied

The program is guided by Emory policy 4.16. Violation or abuse of this policy and/or incentive program can lead to disciplinary action and/or termination.