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](http://leo.cc.emory.edu).

**Step 2:** Select the “Careers” tile.

![Careers tile](image)

**Step 3:** This will take you to Emory’s Internal Career Portal. From here, click on “View Job Opportunities”:

![Careers portal](image)
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.

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).
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.

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:

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.