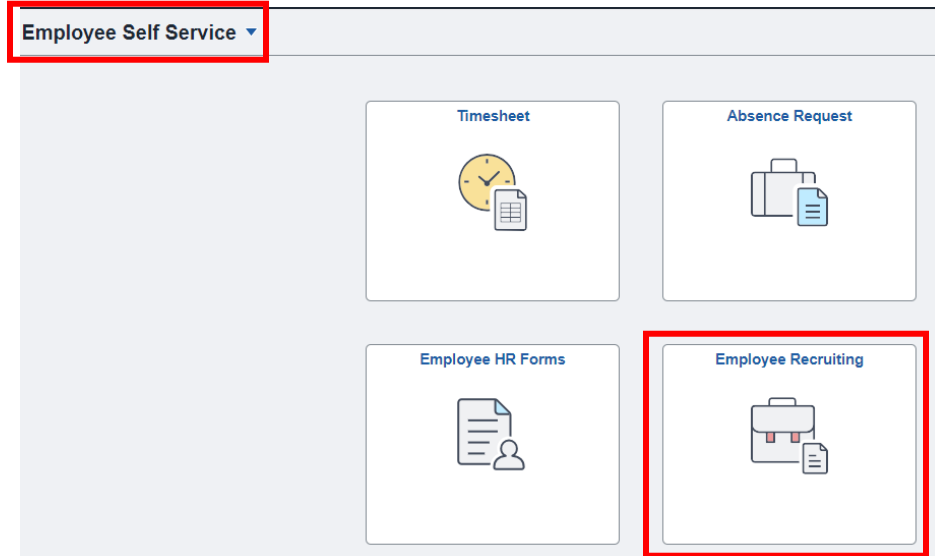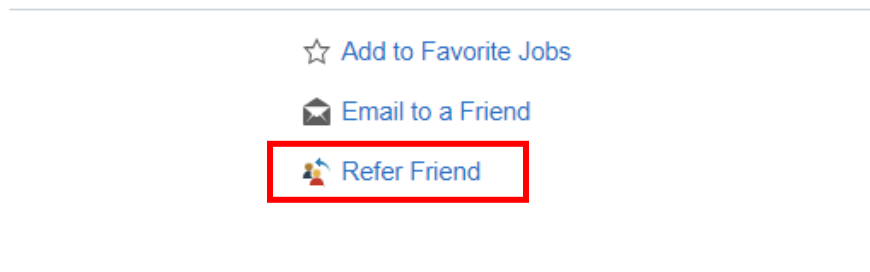**Referral Bonus Procedures**

<u>How Employees Can Send a Referral</u>

1. To refer someone to a position, login to CONNECT and go to the recruiting hub. You can navigate there by Employee Self Service – Employee Recruiting.

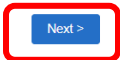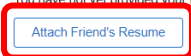2. Find the job you want to refer to someone. Click on the job, then "Refer Friend."

3. If you have the person's resume who you are referring, you can attach it. If not, click **Next**.

Referral Bonus Procedures

4. Complete the contact information for your referral. You must include their name and email address at a minimum. After you have completed all possible fields, click **Submit** to submit the referral.

*Human Resources will monitor referrals and notify you if an applicant that you referred is hired. A referred applicant must <u>begin</u> work with the Maryland Judiciary before a bonus is paid.

For questions contact Talent Acquisition at 410-260-6551