

# maximus

## How to Refer Talent to Maximus

1. Navigate to the Maximus careers site:  
**[maximus.com/careers](https://maximus.com/careers)**

2. Locate position(s) you'd like to refer qualified candidates to at Maximus

- Search for positions by keyword, radius, or country, city, and state.
- Click search to reveal your search results.



3. Review the job description to ensure it's a good fit for your referral(s)

- Click Refer to initiate the referral process.



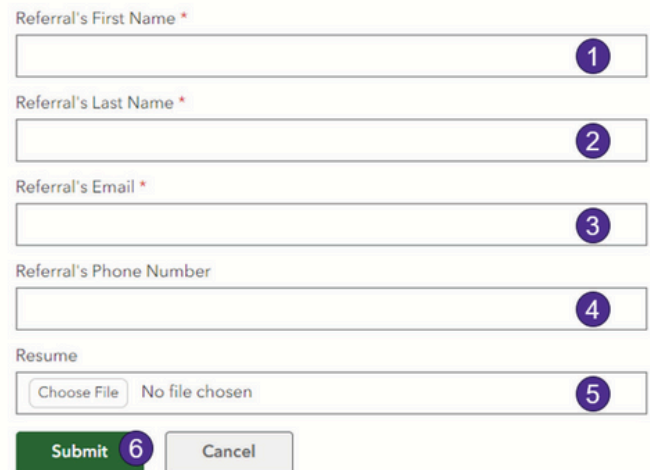
4. Enter your referrals contact information

- The first name of your referral.
- The last name of your referral.
- Your referrals email address. Please ensure your referrals email address is entered correctly so the Talent Acquisition team can reach them for next steps.
- The phone number of the person you're referring. You are not required to enter a phone number,

but supplying this information will help the Talent Acquisition team reach your referral faster.

- Resume for your referral. You are not required to submit a resume for your referral if you do not have an updated copy readily available.
- Once completed, select Submit. You will receive a confirmation message before being redirected back to the career site.

**Who are you referring?**  
**Please enter THEIR details below:**



You have now completed the referral process. Your referral will immediately receive an email from Maximus Careers. This email will alert the candidate that they have been referred for a new opportunity at Maximus. The email will outline next steps for the candidate.



**[maximus.com/careers](https://maximus.com/careers)**

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