



How to Refer Talent to Maximus

1. Navigate to the Maximus careers site: 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.



The screenshot shows search filters for Keywords, Work Arrangement, Category, Clearance Type, and Part-time or Full-time. Below these are filters for Postal code radius, Country (set to United States), State / Province, and City. A green Search button is highlighted with a '2'. A dashed box around the Country, State, and City filters is labeled with a '1'.

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

- Click Refer to initiate the referral process.



The screenshot shows a job listing with a 'Customer Service' title and a 'Refer' button highlighted with a '1'. Other buttons for 'Apply' and a share icon are also visible.

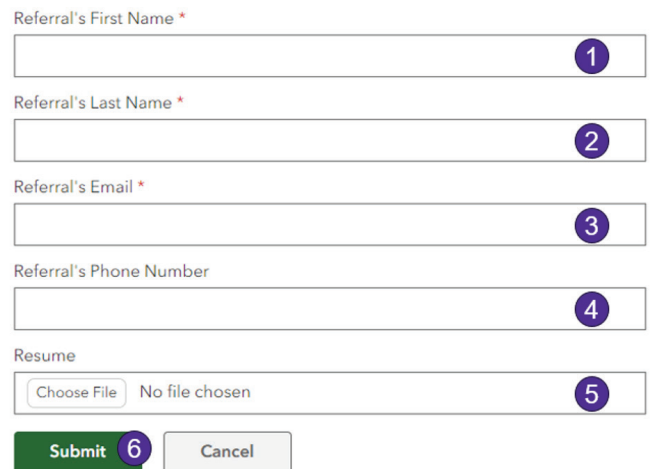
4. Enter your referrals contact information

- 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:



The form includes fields for Referral's First Name, Referral's Last Name, Referral's Email, and Referral's Phone Number. There is also a Resume upload section with a 'Choose File' button and a 'No file chosen' message. A green Submit button and a Cancel button are at the bottom.

You have now completed the referral process. Your name will be recorded as the person who referred the candidate to the position at Maximus.

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.

