

## Submitting an Employee Referral Quick Reference Guide

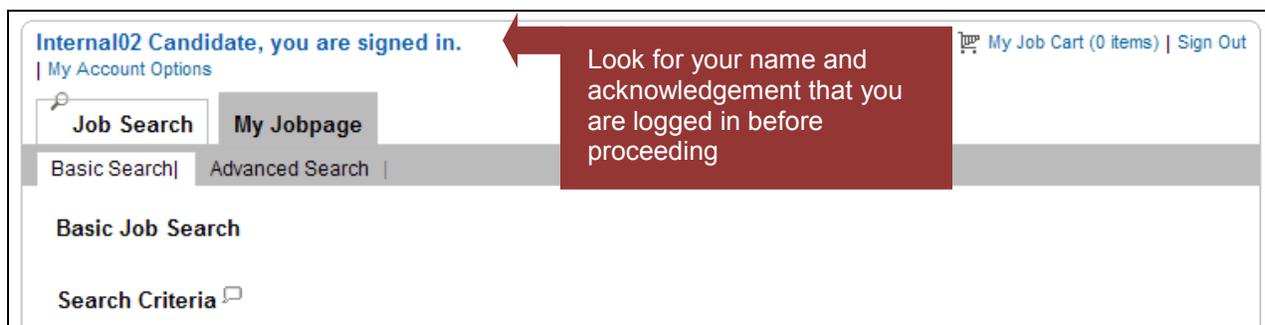
This quick reference guide contains instructions for employees to submit employee referrals and program information for Northrop Grumman's PeoplePlus+ Employee Referral Award Program. This document has the following sections:

- [Job Specific Employee Referral \(preferred method to submit referrals\)](#)
- [General Employee Referral](#)
- [Viewing Referral Submissions](#)
- [Employee Referral Program Policy Information](#)

### Job Specific Employee Referral

The best method to refer candidates to Northrop Grumman is to submit them against a specific job.

1. Log into to the Employee Careers Website – <http://www.northropgrumman.com/careers/>
  - Under the *Current Employees* section, select whether you are logging in from inside or outside the NGGN network
    - A link for additional information on the Employee Referral Program can also be found in that section.
  - When you log in you will be at the job search page and your name will appear near the upper left side of the job search section.



2. The column on the right will offer direction on how to submit a job-specific referral.

**Search Results (1833 Jobs found)**

Results per page

Sort by

**College Intern - Contracts**

Posted: May 9, 2013  
 Requisition ID: 13005296  
 Location(s): United States-California-Woodland Hills  
 Business Sector: Electronic Systems  
 Job Posting Category: Business  
 Referral Bonus Eligible: No  
[Apply](#) | [Add to My Job Cart](#) |

**Cyber Database Architect 3**

Posted: May 6, 2013  
 Requisition ID: 13005549  
 Location(s): United States-Virginia-McLean  
 Business Sector: Information Systems  
 Job Posting Category: Information Systems  
 Referral Bonus Eligible: No  
[Apply](#) | [Add to My Job Cart](#) |

**Production Supervisor 1**

Posted: May 3, 2013

**Candidate Profile**  
 Take a few minutes to create or modify your candidate profile and to specify your preferred working criteria for future openings matching your interests.  
[View / Update My Profile](#)

**Refer a Friend - Position Specific Referral**  
 To refer a friend to a specific position, use the job search function to locate the requisition. Then click on the specific job title and click on 'Refer a friend' in the column on the right.  
 For more information on our Employee Referral Program, visit our [Northrop Grumman PeoplePlus- Employee Referral Award Website](#).

**Refer a Friend - General Referral**  
 To refer a friend to our general pool of candidates, click  
[Refer a Friend](#)

3. Perform a job search to find openings that match your referral's experience.

**Job Search**
**My Jobpage**

Basic Search |
Advanced Search

You can perform **Basic** or **Advance** searches

Review the right side margin for **Search Tips** and other navigation choices

**Basic Job Search**

**Search Criteria**

Welcome Northrop Grumman Employees! Specify your job search criteria, and then click H "Search for Jobs".

*Do not use your browser's back button while navigating through this website, errors will occur.*

Requisition ID

Keywords (Example: Software AND C++ AND (Embedded OR Realtime) NOT Java)

**Search Tips**  
 You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a requisition ID or a keyword.

- The job search results appear below the job search entry form. If you hover over the call out icon next to the job title, the first few sentences of the job description will appear.

**Search Results (1758 jobs found)**

Results per page  
10

Sort by  
Posting Date (Descending Order)

**WT\_Mgr Project Management 1** 

Posted: Sep 20, 2010  
 Requisition ID: 101365224  
 Location(s): United States-New York-Bethpage  
 Business Sector: Aerospace Systems  
 Job Posting Category: Business  
 Referral Bonus Eligible: No  
[Apply](#) | [Add to My Job Cart](#)

Hover over the call out icon to view the initial sentences of the job description.

- To refer someone to a job, click on the **Job Title** hyperlink to open the job details page. From here you can review the full job description and other requirements. You can also see if the job would be eligible for a referral award as not all jobs have an award available.

**Cyber Database Architect 3**

**Location:** United States-Virginia-McLean  
**Business Sector:** Information Systems  
**US Citizenship Required for this Position:** Yes  
**Relocation Assistance:** No relocation assistance available  
**Clearance Type:** Secret  
**Number of Openings:** 1  
**Shift:** 1st Shift  
**Referral Bonus Eligible:** No

**Description**

Designs, models, documents, and guides the logical and conceptual relationship of data and database changes for complex applications. Analyzes needs and requirements of existing and proposed systems, and develops technical, structural, and

Refer a friend for this job  
 For more information on our Employee Referral Program, visit our [Northrop Grumman PeoplePlus-Employee Referral Award Website](#).

To submit an Employee Referral for this position, click [Refer a friend](#)

- Select the “Refer a Friend” link within the margin on the right.

**Cyber Database Architect 3**

**Location:** United States-Virginia-McLean  
**Business Sector:** Information Systems  
**US Citizenship Required for this Position:** Yes  
**Relocation Assistance:** No relocation assistance available  
**Clearance Type:** Secret  
**Number of Openings:** 1  
**Shift:** 1st Shift  
**Referral Bonus Eligible:** No

**Description**

Designs, models, documents, and guides the logical and conceptual relationship of data and database changes for complex applications. Analyzes needs and requirements of existing and proposed systems, and develops technical, structural, and

Refer a friend for this job  
 For more information on our Employee Referral Program, visit our [Northrop Grumman PeoplePlus-Employee Referral Award Website](#).

To submit an Employee Referral for this position, click [Refer a friend](#)

- The first screen requires you to confirm your identity by validating your name and email address. If you have not entered an email address in your profile, you are required to provide one to complete the referral process. You may enter a personal email address if you do not have a business email address. Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Referring a person**

The next pages allow you to refer a person to us. Please start by supplying some information about yourself before referring your friend.

\*First Name  \*Last Name

\*Email Address

Work Phone Number

- Next you are prompted to enter the email address of the person you are referring. This will check to see if the person has already been entered into our database. Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Referring a person**

The following information will help us verify if a record already exists in our database for the person you want to refer. Please provide the information requested, then click "Save and Continue".

\*Email address of the person that you are referring

Page 2 out of 3

- If the person has not yet been referred to us, you will proceed to the next screen.
- If the person is an active referral to another Northrop Grumman employee, you will receive a warning message and cannot proceed with the referral:

We cannot accept your referral for this candidate. This person has already been referred or is already employed by Northrop Grumman.

- In the text box provided, provide some information indicating why this person is a good candidate for Northrop Grumman. Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Referring a person**

Please explain what makes this person a good candidate. Highlight any information that you may find relevant.

Information about the referred person

10. The next screen allows you to upload your referral's resume, by checking the option **I want to upload a resume**. Use the **Browse** button to select the resume file and select the **Save and Continue** button.

- Note: If the candidate is already in the database, but not an active referral, you will not be presented with this screen.
- If you do not have a copy of their resume, your referral will be able to add it to their profile later.

If you do not upload a resume, you will need to fill out the online submission manually.

I do not want to upload a resume.  
 I want to upload a resume.

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

11. Your referral's contact information is entered in the next screen.

- If you choose to upload the resume, relevant data will be parsed from the resume. Review the extracted data and make any necessary corrections.
- If you choose not to upload the resume, you will be asked to complete your referral's contact information. If you do not have this information readily available, they will be able to add it later.
- Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Personal Information**

Please enter all relevant personal information in the fields below.

\*First Name  \*Last Name

Street Address (line 1)  City

Address (line 2)  Zip/Postal Code

Place of Residence

Country

State/Province

Nearest City

Primary Number  Cellular Number

Home Phone Number  Work Phone Number

12. A summary of your referral is provided for your review. If changes are required select **Edit**. Select **Submit** to complete your referral.

- Note: If the candidate is in the database, but not an active referral you will not be presented with this screen.

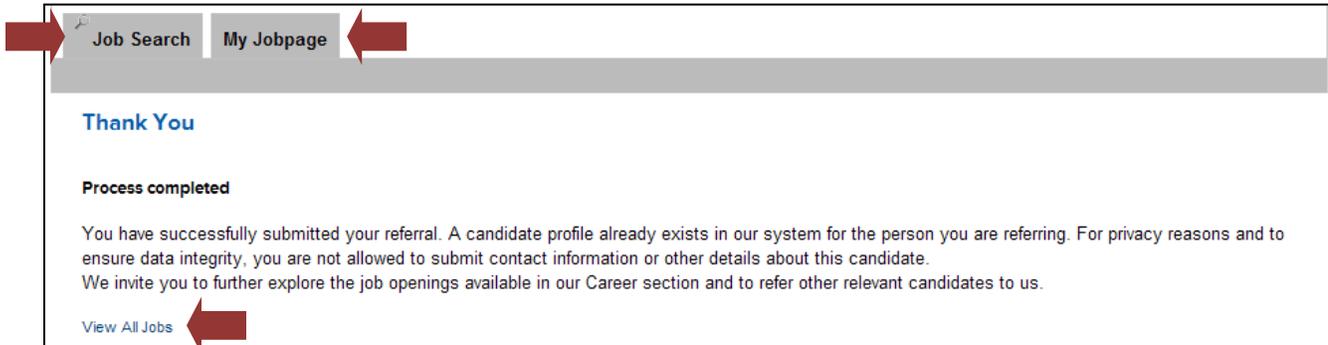
Your Information   <a href="#">Edit</a>	
<b>Referring a person</b>	
John Doe john.doe@invalidemail.com	
Work Phone Number	111-222-3333
Email address of the person that you are referring	123@myreferral.com
Information about the referred person	great worker!
Candidate Information   <a href="#">Edit</a>	
<b>Personal Information</b>	
Joe Schmoie 123 Main Street Anywhere, 20175 United States—Virginia—Leesburg	
Primary Number	
Cellular Number	
Home Phone Number	111-222-3333
Work Phone Number	

13. You will receive a Thank You confirmation on the screen indicating your referral submission is complete. You will also receive an email confirmation indicating the referral has been submitted. Please notify your referred candidate that you have submitted them to Northrop Grumman. The candidate will receive an email requesting they log into the career site and confirm their interest for consideration.

14. From this confirmation page you can perform several actions.

- Select **My Jobpage** to review your referral submissions or your own job submissions
- Select **View All Jobs** to make another referral
- Select **Job Search** to search for more jobs
- Select **Sign Out** to exit the system

Thank You message when this referral exists in the database:



Job Search My Jobpage

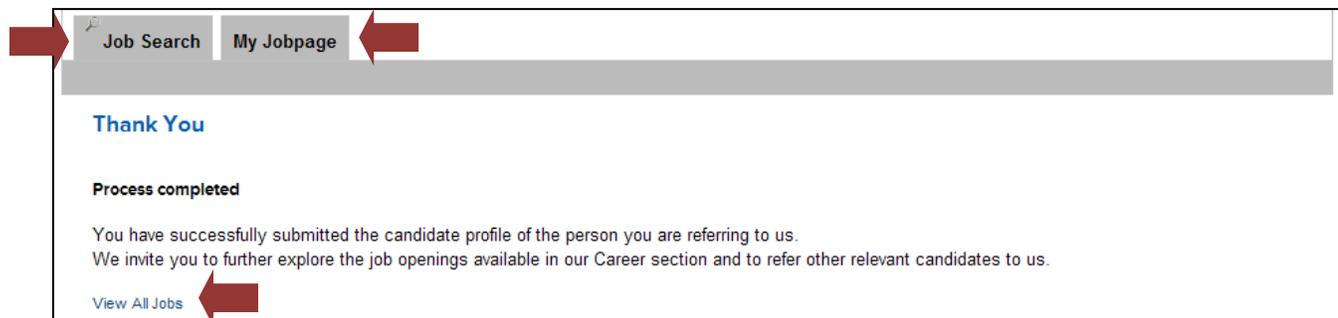
### Thank You

**Process completed**

You have successfully submitted your referral. A candidate profile already exists in our system for the person you are referring. For privacy reasons and to ensure data integrity, you are not allowed to submit contact information or other details about this candidate. We invite you to further explore the job openings available in our Career section and to refer other relevant candidates to us.

[View All Jobs](#)

Thank You message when this referral is a new candidate in the database:



Job Search My Jobpage

### Thank You

**Process completed**

You have successfully submitted the candidate profile of the person you are referring to us. We invite you to further explore the job openings available in our Career section and to refer other relevant candidates to us.

[View All Jobs](#)

## General Employee Referral

If you are not able to find a specific opening that seems appropriate for your referral, you may enter them as a general referral making them available to NGC recruiters for consideration.

1. Log into to the Employee Careers Website – <http://www.northropgrumman.com/careers/>
  - Under the *Current Employees* section, select whether you are logging in from inside or outside the *NGGN network*
    - A link for additional information on the Employee Referral Program can also be found in that section.
  - When you log in you will be at the job search page and your name will appear near the upper left side of the job search section.



2. Scroll below the job search section and locate **Refer a Friend – General Referral** in the column on the right. Select on **Refer a Friend** to begin.



- The first screen requires you to confirm your identity by validating your name and email address. If you have not entered an email address in your profile, you are required to provide one to complete the referral process. You may enter a personal email address if you do not have a business email address. Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Referring a person**

The next pages allow you to refer a person to us. Please start by supplying some information about yourself before referring your friend.

\*First Name  \*Last Name

\*Email Address

Work Phone Number

- Next you are prompted to enter the email address of the person you are referring. This will check to see if the person has already been entered into our database. Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Referring a person**

The following information will help us verify if a record already exists in our database for the person you want to refer. Please provide the information requested, then click "Save and Continue".

\*Email address of the person that you are referring

Page 2 out of 3

- If the person has not yet been referred to us, you will proceed to the next screen.
- If the person is an active referral to another Northrop Grumman employee, you will receive a warning message and cannot proceed with the referral:

We cannot accept your referral for this candidate. This person has already been referred or is already employed by Northrop Grumman.

- In the text box provided, provide some information indicating why this person is a good candidate for Northrop Grumman. Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Referring a person**

Please explain what makes this person a good candidate. Highlight any information that you may find relevant.

Information about the referred person

6. The next screen allows you to upload your referral's resume, by checking the option **I want to upload a resume**. Use the **Browse** button to select the resume file and select the **Save and Continue** button.
  - Note: If the candidate is already in the database, but not an active referral you will not be presented with this screen.
  - If you do not have a copy of their resume, your referral will be able to add it to their profile later.

If you do not upload a resume, you will need to fill out the online submission manually.

I do not want to upload a resume.  
 I want to upload a resume.

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

7. Your referral's contact information is entered in the next screen.
  - If you choose to upload the resume, relevant data will be parsed from the resume. Review the extracted data and make any necessary corrections.
  - If you choose not to upload the resume, you will be asked to complete your referral's contact information. If you do not have this information readily available, they will be able to add it later.
  - Select the **Save and Continue** button.

At any time, the person you are referring can edit the information you have provided on his/her behalf.

**Personal Information**

Please enter all relevant personal information in the fields below.

<p>*First Name <input type="text" value="Joe"/></p> <p>Street Address (line 1) <input type="text" value="123 Main Street"/></p> <p>Address (line 2) <input type="text"/></p> <p>Place of Residence Country <input type="text" value="United States"/></p> <p>State/Province <input type="text" value="Virginia"/></p> <p>Nearest City <input type="text" value="Leesburg"/></p> <p>Primary Number <input type="text" value="Not Specified"/></p> <p>Home Phone Number <input type="text" value="111-222-3333"/></p>	<p>*Last Name <input type="text" value="Schmoe"/></p> <p>City <input type="text" value="Anywhere"/></p> <p>Zip/Postal Code <input type="text" value="20165"/></p> <p>Cellular Number <input type="text"/></p> <p>Work Phone Number <input type="text"/></p>
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8. A summary of your referral is provided for your review. If changes are required select **Edit**. Select **Submit** to complete your referral.
- Note: If the candidate is in the database, but not an active referral you will not be presented with this screen.

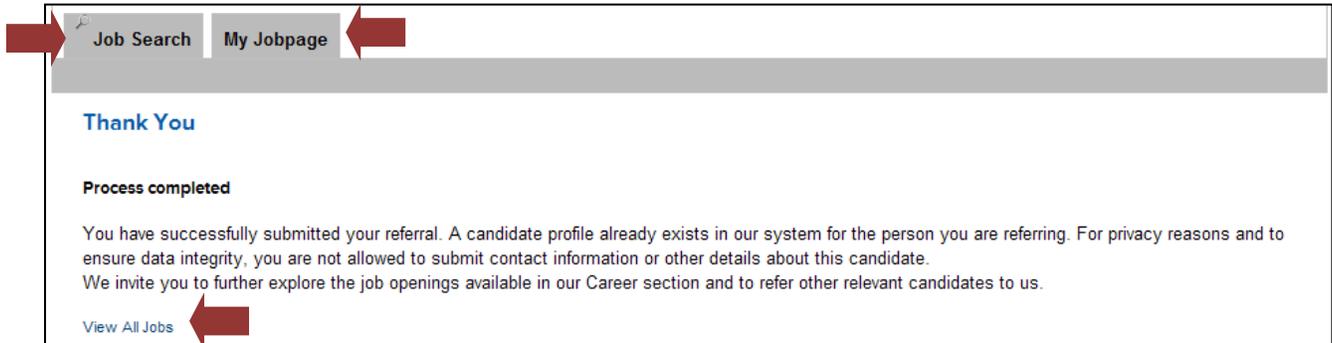
Your Information   <a href="#">Edit</a>	
<b>Referring a person</b>	
John Doe john.doe@invalidemail.com	
Work Phone Number	111-222-3333
Email address of the person that you are referring	123@myreferral.com
Information about the referred person	great worker!

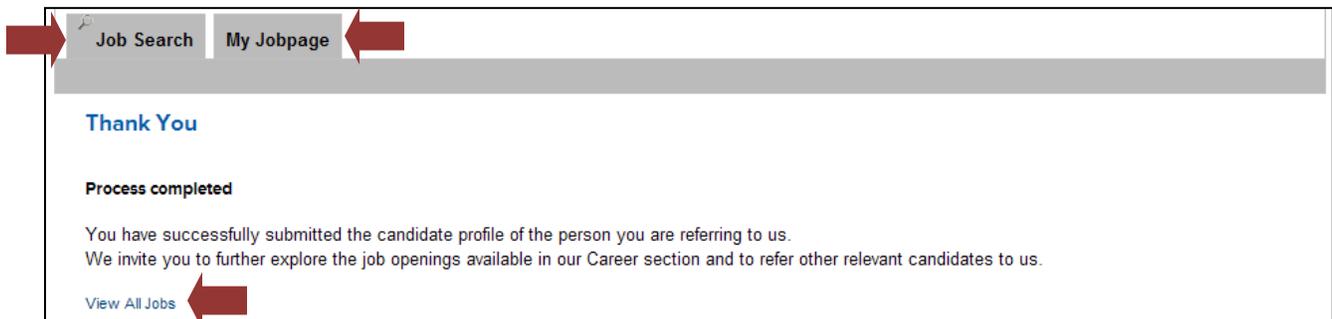
Candidate Information   <a href="#">Edit</a>	
<b>Personal Information</b>	
Joe Schmoe 123 Main Street Anywhere, 20175 United States—Virginia—Leesburg	
Primary Number	
Cellular Number	
Home Phone Number	111-222-3333
Work Phone Number	

9. You will receive a Thank You confirmation on the screen indicating your referral submission is complete. You will also receive an email confirmation indicating the referral has been submitted. Please notify your referred candidate that you have submitted them to Northrop Grumman. The candidate will receive an email requesting they log into the career site and confirm their interest for consideration.
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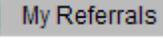
Thank You message when this referral exists in the database:



Thank You message when this referral is a new candidate in the database:



## Viewing Referral Submissions

1. From the job search page, select **My Jobpage** tab 
2. Select **My Referrals** 
3. Here you will see your Draft, Completed and Withdrawn referrals. You can also see the submission status for your referral. The submission status will update as the candidate is considered for the job.

### Completed Referrals

 **Candidate Name: Candidate, External01**  
Referred to position: [JOINER/INSULATOR](#)  – Full-time  
United States-Mississippi-Pascagoula-Pascagoula, MS 39567  
Posted : Sep 9, 2010 – Job Number: 101354904  
Job Status: Inactive (No Longer Accepting Job Submissions)  
Referral Date : Sep 21, 2010– Expiration Date: Sep 21, 2011  
Submission Status: [Referral Accepted Offer](#) – Updated: Sep 22, 2010

 **Candidate Name: Candidate, External**  
Referred to position: [AMSEC - Tradesperson 1 CNS Market](#)  – Full-time  
United States-Mississippi-Pascagoula-Pascagoula, MS 39567  
Posted : Sep 7, 2010 – Job Number: 101355144  
Job Status: Active (Accepting Job Submissions)  
Referral Date : Sep 22, 2010– Expiration Date: Sep 22, 2011  
Submission Status: [Under Consideration](#) – Updated: Sep 22, 2010  
[View/Edit Job-specific Referral](#) | [View/Edit Profile](#) | [Withdraw](#)

## Employee Referral Program Policy Information

### Enterprise Employee Referral Award Program Policy (CO No. H101a)

Northrop Grumman rewards eligible employees for referring qualified candidates who are subsequently hired for a referral-eligible position within the company. Employees are required to submit referrals through the Careers website. If an employee does not have access to the Internet or available kiosks, a Recruiter or [PeoplePlus+ ERAP administrator](#) can assist with the submittal on the employee's behalf.

Candidate referrals submitted through the PeoplePlus+ ERAP are maintained in the Northrop Grumman Applicant Tracking System.

#### Eligible Requisitions:

- Each company element determines which of its positions will qualify for an employee referral award.
- Requisitions eligible for a referral award will be identified on the Careers website - look for "Referral Bonus Eligible: Yes" on the job listing.
- Referral bonus amounts associated with posted positions are determined by the company element that approves and opens the associated requisition.
- Company elements have the option to display referral bonus amounts within the internal requisition description, or their referral bonus guidelines may be posted on the Northrop Grumman Enterprise PeoplePlus+ ERAP website.

#### Employee Eligibility:

All Northrop Grumman employees are eligible for this program with the exception of:

- Corporate Policy Council members and individuals who participate in the Annual Incentive Plan. See [CO No. H212](#), Annual Incentive Plan for more information.
- Managers or individuals involved in the hiring process or hiring decision for the job seeker.
- Summer hires, interns, casual employees, and other temporary employees.
- Employees whose referrals were identified through their participation in recruiting programs (e.g. job fairs, college recruiting events).
- Employees who work within any Northrop Grumman Human Resources and Administration department.
- Employees who terminate from Northrop Grumman prior to the time of award payout, with exceptions as indicated under Award Eligibility.
- Employees who are specifically prohibited from participation in the Employee Referral Award Program as a result of any labor agreements or other such circumstances.

#### Candidate Eligibility:

The following candidate referrals are not considered eligible for the program:

- Referrals previously submitted by another employee within the last 12 months.
- Referrals of temporary agency or contract employees who worked for Northrop Grumman within the past 12 months.

- Referrals of former employees who worked for Northrop Grumman within the last 12 months, or currently work for Northrop Grumman in the following categories:
  - Co-op
  - Intern
  - On-call
  - Consultant
  - Contractor
  - Temporary employee
  - Full-time employee
  - Part-time employee

**Award Eligibility:**

Both the employee and the referred candidate must be active employees of Northrop Grumman at the time of award payout. Exceptions include referring employees who left active payroll after referring candidate due to the following:

- Retirement
- Medical leave of absence
- Military leave of absence
- Educational leave
- Reduction in force
- Recruiting activity must have been initiated within one year from date of submittal.
- If a referral is hired due to activity that was initiated prior to the referral submittal date, the bonus award is not applicable.
- There is no limit to the number of employee referral awards earned.
- Employees are eligible for referral awards offered by any Northrop Grumman Sector.

**Award Processing:**

Payment processing is initiated by the hiring company element's PeoplePlus+ ERAP administrator upon hire of the candidate once all eligibility requirements have been verified. Note: Shipbuilding begins payment processing after 90 days of employment.

All PeoplePlus+ ERAP award incentives are subject to tax withholding.

If a company element runs a special PeoplePlus+ ERAP campaign offering non-monetary awards, processing of such awards will be in accordance with the guidelines of the campaign.

**Ownership:**

An employee remains eligible for the referral for a period of 12 months from the date of submittal. There is no limit to the number of referrals that an employee may submit.

**Dispute Resolution:**

All PeoplePlus+ ERAP eligibility requirements are verified upon hire of the referred candidate. In the event of a dispute, Talent Acquisition reserves the right to determine award eligibility.