

Submitting an Employee Referral

This quick reference guide contains instructions for employees to submit employee referrals and program information for Northrop Grumman’s PeoplePlus+ Employee Referral Award Program (ERAP).

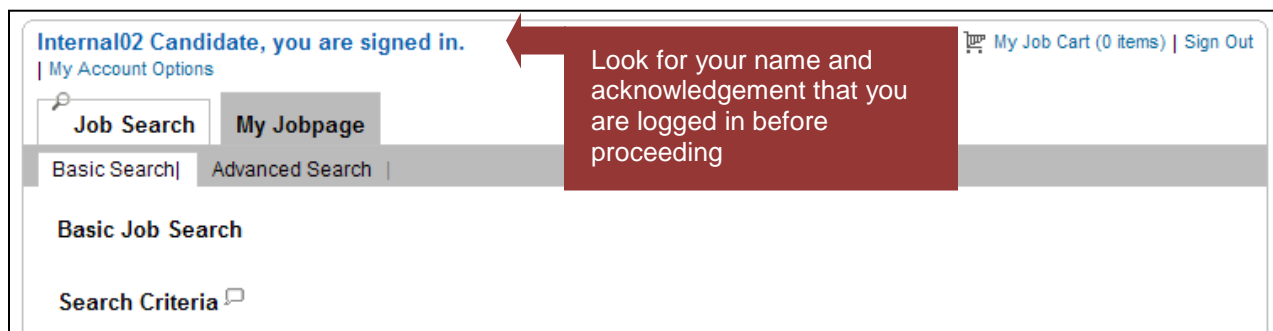
This document has the following sections:

- 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/>
 - Select the US Based Domestic and Global Openings portal.
 - Then select the Current Employees portal.
 - Choose if you are logging in through the NGGN network or your own network.
 - If you're on the Northrop Grumman network and have a Northrop Grumman–issued email address, you'll automatically be logged in to your profile.
 - If you're not connected to the Northrop Grumman network, you'll be prompted to enter a user name and password.
 - If you are a first-time user, there are two steps to complete.
 - You will need to click "Forgot Your User Name" and follow instructions to be granted your user name.
 - After you have received your user name, you will need to click "Forgot Your Password" to receive your password.



2. Search for the position you want to submit the referral for. Search can be conducted by Keyword, Location or Job Title.

- To search by requisition ID, use the Keyword box

Welcome Experienced Professionals

Job Search My Jobpage

Keyword Location Job Title

3. Select the position you wish to submit the referral for. Then click on **Refer a Friend** link within the margin on the right.

- If the option to **Refer a Friend** is not available, this means that the position is not accepting referrals.

Apply Add to My Job Cart SHARE

Manager Programs 3
Requisition ID: [1000110270](#)
Location: United States-Illinois-Rolling Meadows
US Citizenship Required for this Position: Yes
Shift: 1st Shift
Travel: Yes, 25 % of the Time

Description

Join the Northrop Grumman Mission Systems sector as we focus on the development of new capabilities for our military and intelligence customers around the globe. Our Rolling Meadows, IL location is looking for an experienced Program Manager to work with our Fixed Wing programs.

Program Manager position in the Fixed Wing/RCM Operating Unit in the Multippectral Self Protection and Situational Awareness Business Unit. Position includes program management (technical, financial, and schedule) for on-going LAIRCM production programs as well as new business capture. The Program Manager directs all phases of programs from inception through completion. Will be responsible for the proposal generation, fact finding, negotiation of the LAIRCM (CHQ) proposals. Responsible for the cost, schedule and technical performance of company programs or subsystems of major programs. Acts as primary customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Develops new business or expands the product line with the customer. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Establishes milestones and monitors adherence to master plans and schedules, identifies program problems and offers solutions, such as allocation of resources or changing contractual specifications. Directs the work of employees assigned to the program from technical, manufacturing and administrative areas.

Qualifications

Basic Qualifications:

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](#)

Req Probability Definitions:

Funded Requisitions have an immediate need and have received approved customer or internal funding.

Funded Requisitions with Contingencies have approved customer or internal funding and include contingencies such as Customer Approval and Security Clearance requirements.

Unfunded Requisitions do not have approved funding (position funding or contract funding).

Pipeline Requisitions are intended to build a skill centric candidate pool, for matching purposes to funded or unfunded requisitions

4. 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
<input type="text" value="John"/>	<input type="text" value="Doe"/>
*Email Address	
<input type="text" value="John.Doe@ngc.com"/>	
Work Phone Number	
<input type="text" value="111/222-3333"/>	

- 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.

6. 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

7. The next screen allows you to enter your referral's contact and resume information by copying and pasting it in the **Plain Text Resume** field. Then 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.

Referral for: **Mgr Systems Engineering 2 (Requisition ID: 16014673)**

Referral Information
Candidate Information
Attachments
Review and Submit

Candidate Information

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.

Mandatory fields are marked with an asterisk.*

*First Name <input type="text"/>	*Last Name <input type="text"/>
Street Address (line 1) <input type="text"/>	City <input type="text"/>
Address (line 2) <input type="text"/>	Zip/Postal Code <input type="text"/>
Place of Residence	
Country <input type="text" value="Not Specified"/>	
Primary Number <input type="text" value="Not Specified"/>	Cellular Number <input type="text"/>
Home Phone Number <input type="text"/>	Work Phone Number <input type="text"/>

Resume

You must provide a plain text version of your referral's resume in the text field below. Type your resume directly in the text area or paste a copy from an original file. If you paste the resume, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.

Resumes should not include any classified or export controlled information.

In order to be efficiently reviewed by Northrop Grumman recruiters, please paste the full resume below.

***Plain Text Resume**

8. The next screen allows you to upload a resume file.

Referral for: **Mgr Systems Engineering 2 (Requisition ID: 16014673)** ⌵

⌵
Referral Information
Candidate Information
Attachments
Review and Submit
⌵

Save and Continue
Save as Draft
Quit

Attachments

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

Attachments

You can attach files (up to 1MB each) to your referral's profile (e.g.: resume, references, etc.). If the attachment(s) exceeds the 1MB size maximum, you will receive an error message and the file(s) will not upload. Once a file is attached, it can be overwritten by attaching a file with exactly the same name and extension.

Attachments should not include sensitive identity data (i.e. SSN, DOB) or any classified, proprietary, or export controlled information.

Select the file to attach

Browse...

Comments about the file

Attach

This section displays basic information regarding the files attached to your referral's record. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your referral's resume. If necessary, you can delete files you've attached.

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

9. 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.

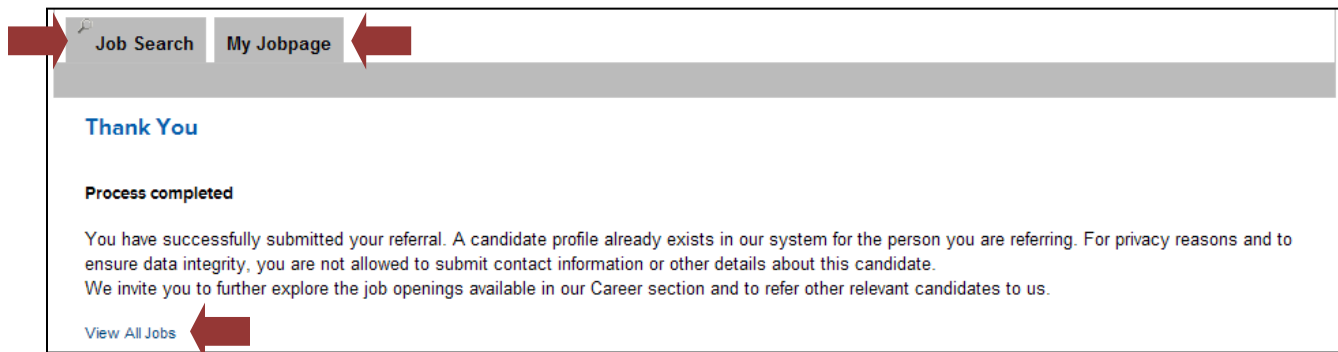
Your Information Edit	
Referring a person	
John Doe john.doe@invalidemail.com	
Work Phone Number	111-222-3333
Email address of the person that you are referring	123@myreferral.com
Information about the referred person	great worker!
Candidate Information Edit	
Personal Information	
Joe Schmoie 123 Main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

10. 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.

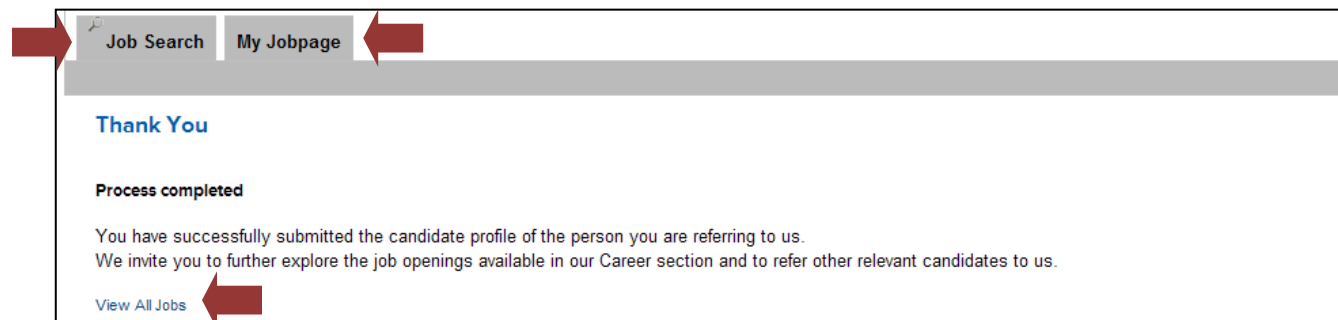
11. From this confirmation page you can perform several actions.

- 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:



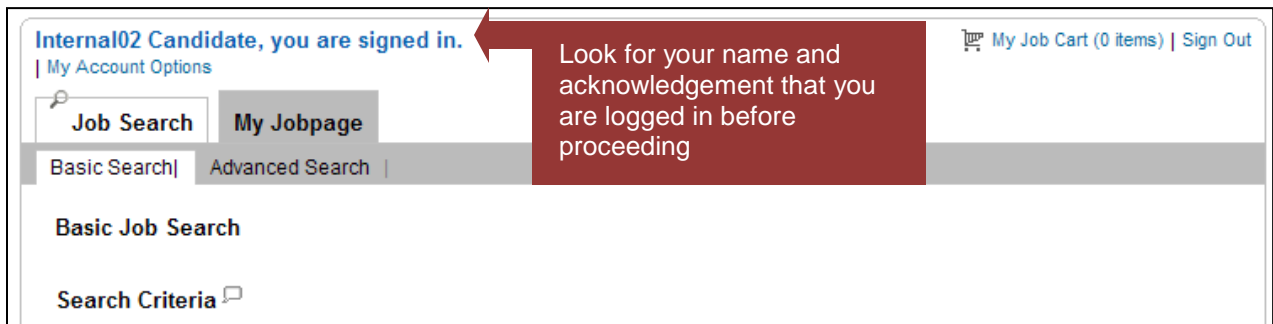
Thank You message when this referral is a new candidate in the database:



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/>
 - Select the US Based Domestic and Global Openings portal.
 - Then select the Current Employees portal.
 - Choose if you are logging in through the NGGN network or your own network.
 - If you're on the Northrop Grumman network and have a Northrop Grumman–issued email address, you'll automatically be logged in to your profile.
 - If you're not connected to the Northrop Grumman network, you'll be prompted to enter a user name and password.
 - If you are a first-time user, there are two steps to complete.
 - You will need to click "Forgot Your User Name" and follow instructions to be granted your user name.
 - After you have received your user name, you will need to click "Forgot Your Password" to receive your password.



2. Scroll below the job search section and select on **Refer a Friend** to begin.

The screenshot shows a job referral interface. On the left, there is a 'Job Level' filter menu with options: Mid-Level (6-13 years) (1678), Jr. Level (0-5 years) (1124), Management (309), Sr. Level (14+ years) (257), and Director (26). Below the filter is a 'Show more...' link. The main area displays a list of job openings with columns for job title, location, and date. The jobs listed are: Engineer Systems Architect 2 with Secret (United States-California-Palmdale, Jun 20, 2016), Crater Packer 1 (United States-California-El Segundo, Jun 20, 2016), SCA CBT Specialist/Instructor (United States, Jun 20, 2016), College Intern Technical (United States-Nebraska-Bellevue, Jun 20, 2016), Security Engineer 4 - Information Assurance - TS/SCI with Poly (United States-Virginia-Fairfax, Jun 20, 2016), Security Analyst 2 - 3rd Shift Lead (United States-Texas-Irving, Jun 20, 2016), and Security Analyst 2 - 2nd Shift Lead (United States-Texas-Irving, Jun 20, 2016). Each job listing has an 'Apply' button. At the bottom of the job list, there is a red arrow pointing to a 'Refer a friend' button, which is circled in red. Above the button, there is a text prompt: 'Tell us about a friend who might be interested in working for our organization. All privacy rights will be protected.' Below the job list is a pagination control with 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', and 'Next'.

- 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.

The screenshot shows a form titled 'Referring a person'. At the top, it says 'At any time, the person you are referring can edit the information you have provided on his/her behalf.' Below the title, it says 'The next pages allow you to refer a person to us. Please start by supplying some information about yourself before referring your friend.' The form has four input fields: 'First Name' (with a red asterisk) containing 'John', 'Last Name' (with a red asterisk) containing 'Doe', 'Email Address' (with a red asterisk) containing 'John.Doe@ngc.com', and 'Work Phone Number' containing '111/222-3333'.

- 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.

The screenshot shows a form titled 'Referring a person'. At the top, it says 'At any time, the person you are referring can edit the information you have provided on his/her behalf.' Below the title, it says '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".' The form has one input field: 'Email address of the person that you are referring' (with a red asterisk). At the bottom of the form, there are two buttons: 'Save and Continue' and 'Quit'. In the bottom right corner, it says '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.


5. 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



12. The next screen allows you to enter your referral's contact and resume information by copying and pasting it in the **Plain Text Resume** field. Then 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.

Referral for: **Mgr Systems Engineering 2 (Requisition ID: 16014673)** 

⏪
⏩

Referral Information
Candidate Information
Attachments
Review and Submit

Candidate Information

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.

Mandatory fields are marked with an asterisk.*

<p>*First Name <input type="text"/></p> <p>Street Address (line 1) <input type="text"/></p> <p>Address (line 2) <input type="text"/></p> <p>Place of Residence <input type="text"/></p> <p>Country <input type="text" value="Not Specified"/></p> <p>Primary Number <input type="text" value="Not Specified"/></p> <p>Home Phone Number <input type="text"/></p>	<p>*Last Name <input type="text"/></p> <p>City <input type="text"/></p> <p>Zip/Postal Code <input type="text"/></p> <p>Cellular Number <input type="text"/></p> <p>Work Phone Number <input type="text"/></p>
--	---

Resume

You must provide a plain text version of your referral's resume in the text field below. Type your resume directly in the text area or paste a copy from an original file. If you paste the resume, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.

Resumes should not include any classified or export controlled information.

In order to be efficiently reviewed by Northrop Grumman recruiters, please paste the full resume below.

*Plain Text Resume

13. The next screen allows you to upload a resume file.

Referral for: [Mgr Systems Engineering 2 \(Requisition ID: 16014673\)](#)

Attachments

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

Attachments

You can attach files (up to 1MB each) to your referral's profile (e.g.: resume, references, etc.). If the attachment(s) exceeds the 1MB size maximum, you will receive an error message and the file(s) will not upload. Once a file is attached, it can be overwritten by attaching a file with exactly the same name and extension.

Attachments should not include sensitive identity data (i.e. SSN, DOB) or any classified, proprietary, or export controlled information.

Select the file to attach

Comments about the file

This section displays basic information regarding the files attached to your referral's record. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your referral's resume. If necessary, you can delete files you've attached.

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

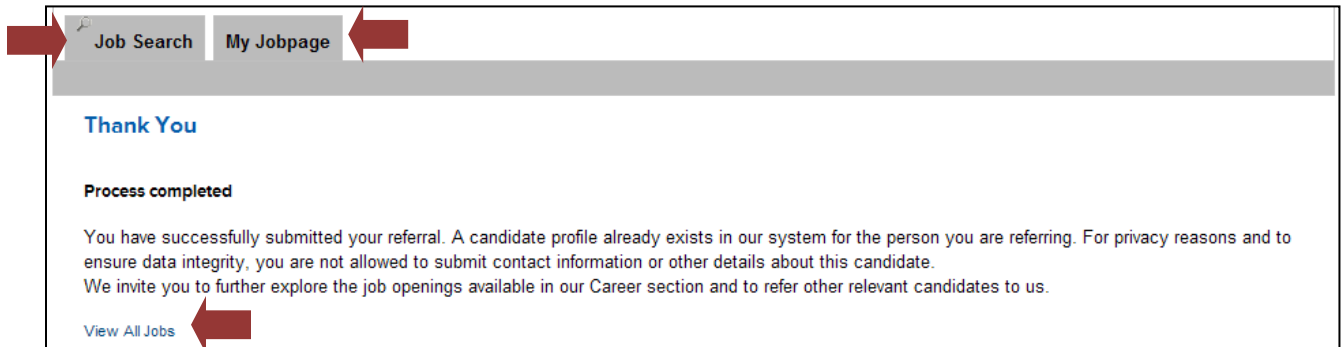
14. A summary of your referral is provided for your review. If changes are required select **Edit**. Select **Submit** to complete your referral.

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

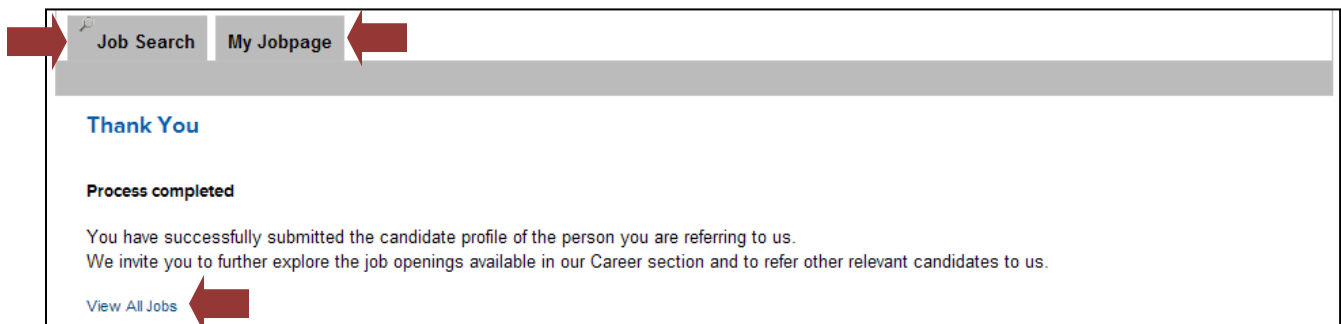
Your Information Edit	
Referring a person	
John Doe john.doe@invalidemail.com	
Work Phone Number	111-222-3333
Email address of the person that you are referring	123@myreferral.com
Information about the referred person	great worker!
Candidate Information Edit	
Personal Information	
Joe Schmoe 123 Main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

6. 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.
7. From this confirmation page you can perform several actions.
 - a. Select **My Jobpage** to review your referral submissions or your own job submissions
 - b. Select **View All Jobs** to make another referral
 - c. Select **Job Search** to search for more jobs
 - d. Select **Sign Out** to exit the system

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 My Jobpage
2. Select **My Referrals** 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.

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.