1. Go to https://www.inovacareers.org/refer

2. Scroll down and click on the button that says “Refer”

3. Click the “Refer” button
4. Sign into your internal profile or create an account (preferably your Inova email)

5. Search Open Positions

Saved Jobs
You do not have any saved jobs.

Search for jobs to save jobs.
6: Choose the role that you want to refer your friend to
7: Click “Refer”

8: Enter your information here (Note: do not enter the information of the person that you are referring here. That will be later.)
9: Select a referral method

Select referral method

- Send to my Facebook contacts
- Send via email
- Upload résumé

10: Complete the process with information about the candidate that you are referring

Send via email

Fields marked with an asterisk (*) are required.

* Send to
Ex. name@email.com
E.g., name@email.com

Referral Message

Subject: Your friend has referred you for a job!
Jane Barnes has referred you to Inova.

Learn more and apply

Send Cancel

Send via email

Your message has been sent
Your referral will get this notification!

Referrals@brassring.com <Enterprise@trm.brassring.com>
to me ↓

Jane Barnes has referred you for this position, FINANCIAL ANALYST, at Inova.

Learn more and apply

To view your referrals click “Candidate Zone”, then “Referrals”