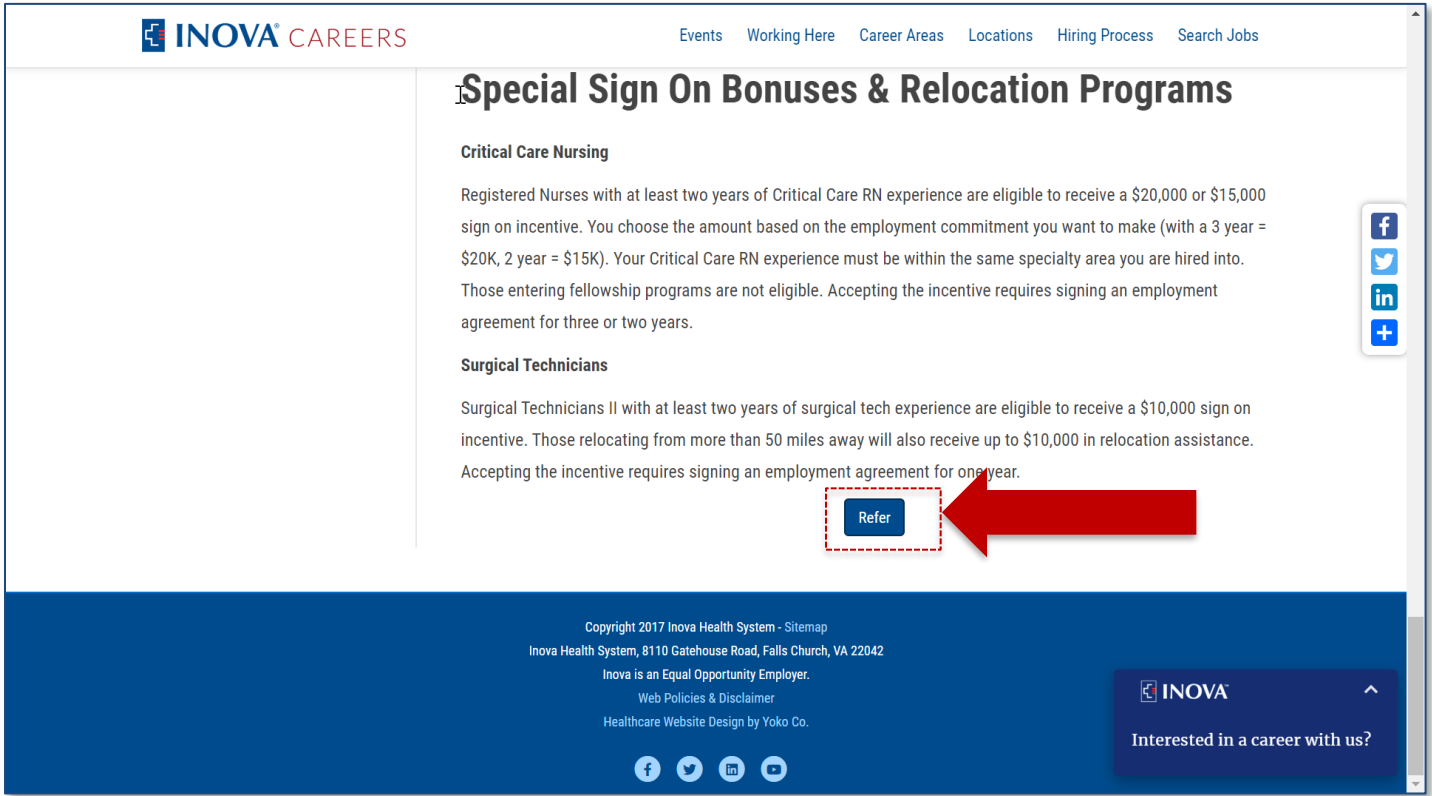
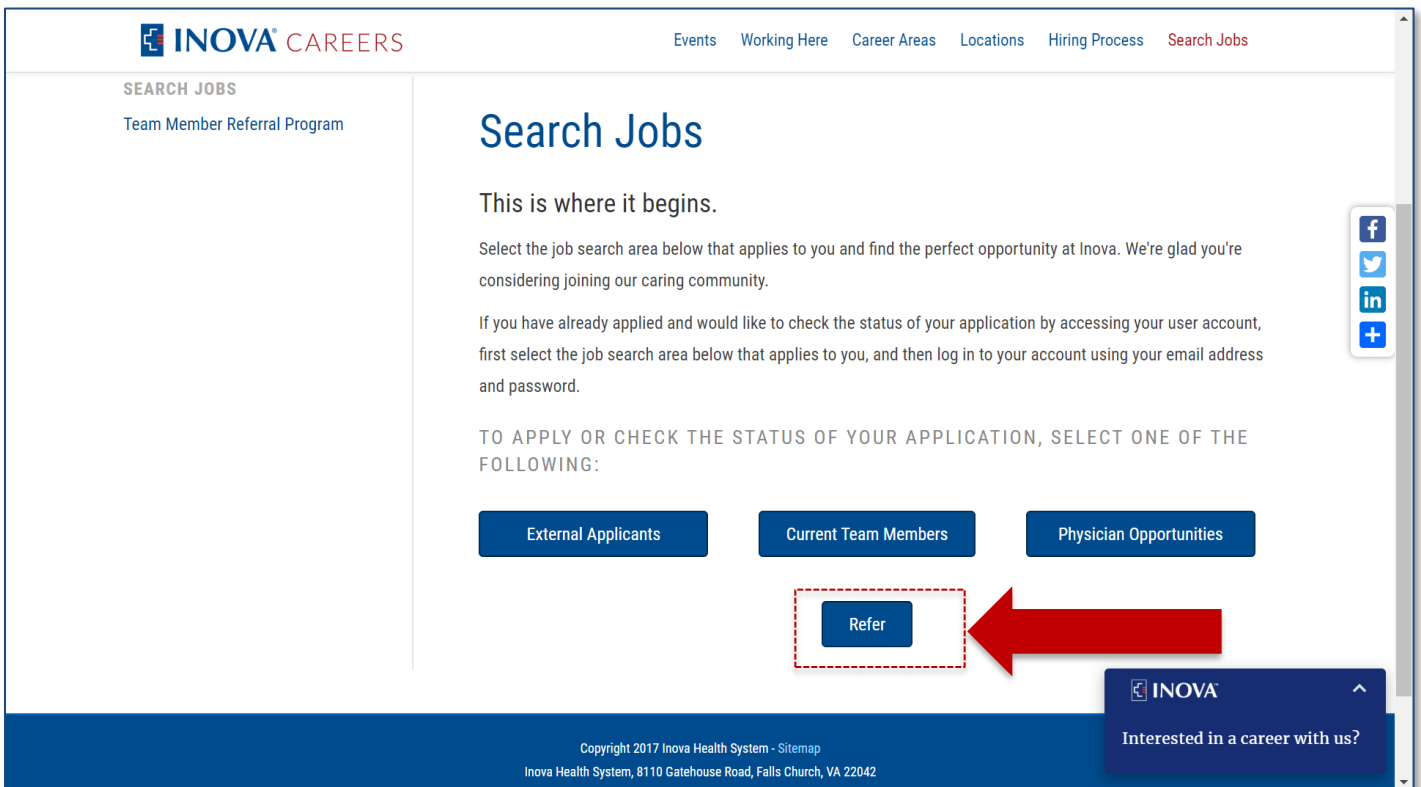


1. Go to <https://www.inovacareers.org/refer>

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)

Job search Sign In

Welcome to InovaCareers Internal Site
Log in to access your profile and apply for internal positions. If you would like to submit a referral please sign in or create an account on the right hand side of the screen.

Search by title, location, keywords or Job ID

Search job opportunities that match your interests
 Search
[Advanced Search](#)

Sign In

Fields marked with an asterisk (*) are required.

*Email address

*Password

[Forgot Username or Password?](#)

Sign in

[Don't have an account yet?](#)

5. Search Open Positions

Job search **Candidate Zone** Sign Out

[Back](#)


Hello, Jane Barnes!

[Jobs](#) [Applications \(3\)](#) [Searches](#)

Saved Jobs
You do not have any saved jobs.
[Search for jobs to save jobs.](#)

Job search Candidate Zone Sign Out

Welcome to InovaCareers Internal Site
If you would like to submit a referral, please click on "Refer" button under job posting.



Search by title, location, keywords or Job ID

Search job opportunities that match your interests

ANALYST [Advanced Search](#)



6: Choose the role that you want to refer your friend to

Job search Candidate Zone Sign Out

Back Save this search

Search job opportunities that match your interests

48869 [Advanced Search](#)

Narrow selections


Facility Name

Inova Fairfax Medical Campus (1)

1 48869 results

Sort by: Relevance

Inova Fairfax Medical Campus
Financial Analyst
48869BR
FINANCIAL SERVICES
full time
Demonstrate an ability to design and interpret complex financial analyses in support of the s... [More](#)



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7: Click “Refer”

Job search Candidate Zone ▼ Sign Out

⊞ Back

Inova Fairfax Medical Campus
Financial Analyst
48869BR
FINANCIAL SERVICES
full time

Job Description


Demonstrate an ability to design and interpret complex financial analyses in support of the strategic initiatives of Inova health System. Actively participates in the financial performance improvement initiatives ongoing within Inova Health System.

Demonstrate an ability to communicate in written and oral format the results and implications of any of the following financial management activities: Monthly Close/GL Reporting Service Line Profitability Cost Accounting Capital Projects Budgets and Financial Plans Special Projects External Benchmarks and Market Data

Requirements

Associates Degree with a certificate in finance or accounting.
OR
Bachelor's Degree with a major in accounting, finance, economics, business management, or other related field.
OR
Equivalent experience working in the accounting or finance field.

Work Site Location INOVA FAIRFAX MEDICAL CAMPUS	Work Site Address 3300 GALLOWS ROAD
Work Site City/State FALLS CHURCH, VA	Schedule Monday-Friday
Shift Day	EEO Tagline M/F/Vets/Disabled

Apply to job Save Refer 

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

Job search Candidate Zone ▼ Sign Out

⊞ Back

Referral Questions

Fields marked with an asterisk (*) are required.

*First Name

*Last Name


*Email


*Inova network user ID (ex. smithjo)


Please enter your name and contact email as the referring team member, in the space provided above.


Save Cancel

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


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 via email 

Your message has been sent



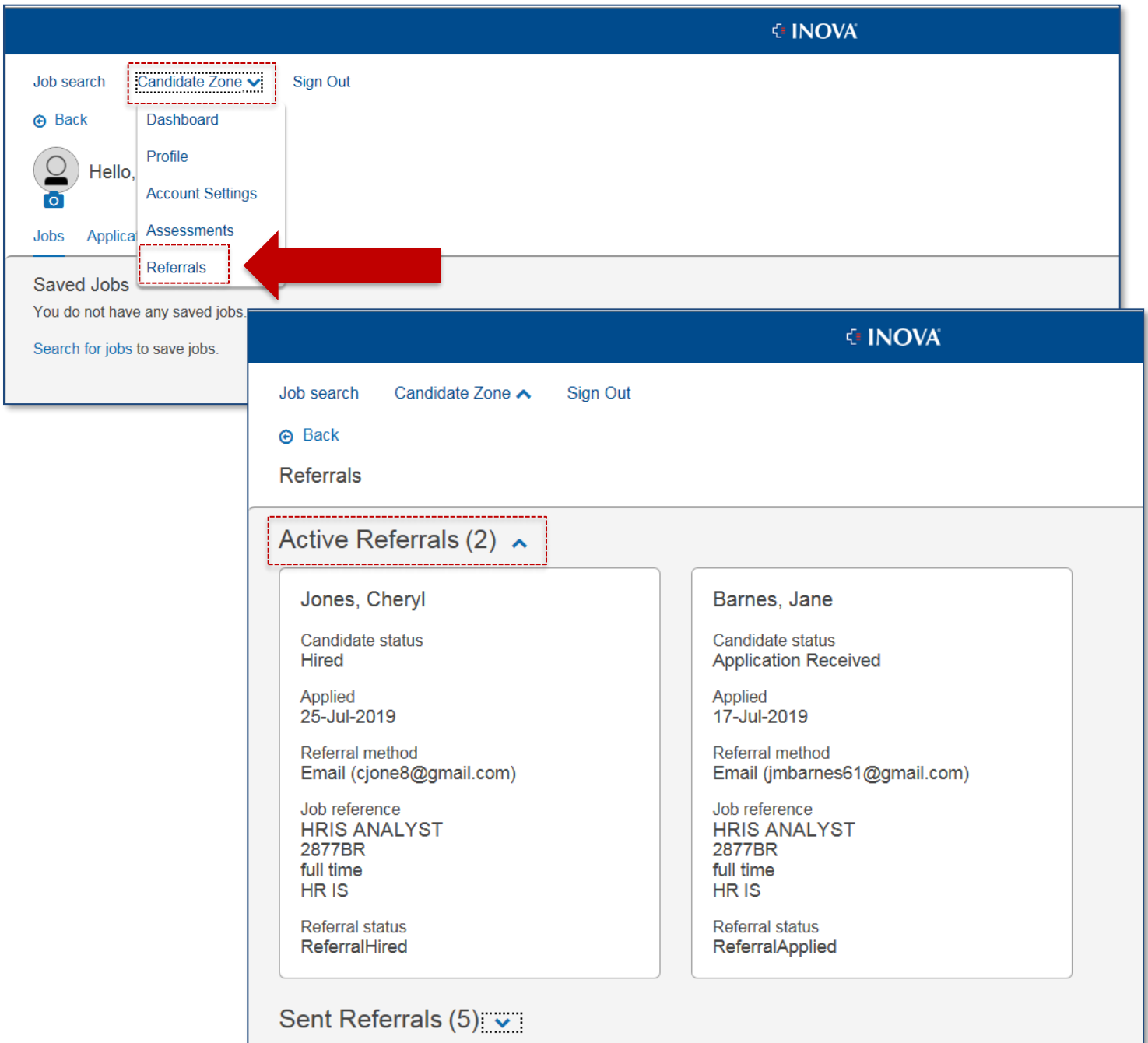
Your referral will get this notification!

 **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”



The screenshot shows the INOVA system interface. At the top, the INOVA logo is visible. Below the logo, there are navigation options: "Job search", "Candidate Zone" (highlighted with a red dashed box), and "Sign Out". A dropdown menu is open under "Candidate Zone", showing options: "Dashboard", "Profile", "Account Settings", "Assessments", and "Referrals" (highlighted with a red dashed box and a red arrow pointing to it). Below the dropdown, there is a "Saved Jobs" section with the text "You do not have any saved jobs" and a link "Search for jobs to save jobs".

The second part of the screenshot shows the "Referrals" page. At the top, there are navigation options: "Job search", "Candidate Zone" (with an up arrow), and "Sign Out". Below this, there is a "Back" button and the heading "Referrals". A section titled "Active Referrals (2)" (highlighted with a red dashed box) contains two referral cards:

Referral Name	Candidate status	Applied	Referral method	Job reference	Referral status
Jones, Cheryl	Hired	25-Jul-2019	Email (cjone8@gmail.com)	HRIS ANALYST 2877BR full time HR IS	ReferralHired
Barnes, Jane	Application Received	17-Jul-2019	Email (jmbarnes61@gmail.com)	HRIS ANALYST 2877BR full time HR IS	ReferralApplied

At the bottom of the "Active Referrals" section, there is a link for "Sent Referrals (5)" (highlighted with a red dashed box).