FREQUENTLY ASKED QUESTIONS

Whom should I refer?
We encourage you to refer friends, family, former colleagues or classmates who you think would be a great addition to our team and are qualified for the position to which you're referring them. Any referrals who are already employed by Advocate Aurora are not eligible for payment.

Will all referred candidates be scheduled for an interview?
All candidates must still meet the position qualifications and be selected as a top candidate to be considered for an interview.

If I gave a hiring manager or recruiter the name of a candidate, will I get a payout if they are hired?
No, in IL you must submit the information through ATMS as part of the application process. In WI, you must submit the referral portal information prior to the referred candidate’s start date.

Is there a limit to the number of referrals I can make and receive payment for?
There is no limit to the number of referrals you can make. Payouts will only happen after a candidate is hired. Please only refer external candidates that are qualified for the position and who would be a good fit within the organization.

What if multiple team members refer the same candidate?
The team member who first confirms the candidate referral via ATMS (IL) or through email link (WI) will receive the bonus if the candidate is hired. The referral is active for 180 days. After that point, the candidate can be referred by another team member.

Can I refer across state lines?
Unfortunately, due to system limitations, team members are only able to receive referral bonus payments for referrals in their own state.

Who is eligible to receive a referral bonus?
All team members are eligible with the following exceptions:
- Talent Acquisition, Leadership TA, Clinician Recruitment team members
- Leaders filling a position within their own reporting structure
- Those covered by a collective bargaining agreement that does not provide for payment of this award
- Educators working with a class of potential new team members

If my referral is hired, when will I receive my bonus?
The bonus is awarded typically by the 2nd paycheck after the referred new hire begins employment.
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How do I submit a referral into the system?

In Illinois, the team member initiates the referral:
1. Log in to the ATMS and click “Refer-a-Friend.” When the “Refer-a-Friend” box pops up, choose “Click here to begin.” From here, you’re directed to the “Job Search” tab that allows you to search for the position, using the job title.
2. Once you find the position you were looking for, hit the drop-down menu that says “Select Action” and choose “Refer Friend to Job.”
3. Enter the required fields with your referral’s name and contact information, then click “Send” to submit.

After your referral has been submitted, the candidate you referred will receive an automated email with a link to the job posting. From there they can view the job and apply. In order for you to receive the referral bonus, they must apply using this link.

To submit a general referral (i.e., not to a specific job opening), in the ATMS Careers Page, click “Refer-a-Friend.” Choose “Add referral now!” to enter their name and contact information, then hit “Send.”

In Wisconsin, the candidate initiates the referral:
1. Candidate chooses “Employee Referral” in the application question, “How did you learn of the job?”
2. Candidate lists the Advocate Aurora team member’s name and AAH email address in the application.
3. If the candidate is extended a job offer and accepts, our recruitment team will verify the referral information listed on the application and send you, the current team member, an email with a link to the referral portal.
4. Team member clicks the link to the referral portal in this email and submits the required information, including the candidate’s email address used for their application. This form must be filled out correctly and submitted before the referred candidate’s start date in order for the current team member to be eligible for the referral bonus payment.