

Learn how to make a referral

At UnitedHealth Group, our talented people fuel our success. That's why we're turning to you to help us find others who share your passion for improving lives. Shape the career of a friend or family member by referring them to our team. Help others discover the meaning behind **Caring. Connecting. Growing together.**

Step-by-step process:



Go to our **internal careers website**. Click the Eligible for Referral box. Use the search filters to find the job you would like to refer to. Next, click on the Refer a Friend button in the job post.



Submit your referral's information. Once you have reached the Thank You page, your part is done. An acknowledgement will be sent to your email inbox thanking you for your referral.



Your referral will receive an email with a link asking them to complete their profile in our system. **IMPORTANT:** Following this link is a requirement; it is the only way your referral is connected to your submission. Encourage your referral to apply right away. Once the job is unposted externally, they will no longer be able to apply.



Your referral can monitor their application status on the **My Dashboard page**. If your referral is hired and you're eligible for a bonus, expect payment within 30 days. For any delays or questions, contact the **Employee Center**. Refer to the **Employee Referral Policy** for more details.

Caring.
Connecting.
Growing together.

