

MnDOT Employee Referral Program

Our employee referral program encourages you to introduce your talented friends, family members, or former colleagues to career opportunities at MnDOT.

Earn a Referral Incentive for a Hired Referral!

At MnDOT every employee has a direct role and responsibility in contributing to the hiring of new team members and the overall growth of our organization. We are always looking for talented people, just like you. If your referred candidate is hired, you'll receive MnDOT merchandise as a thank you.

Employee Referral Program

Who Can Make a Referral?

- Any MnDOT employee not involved in the hiring/selection process may refer a candidate.
- MnDOT Human Resources reserves the right to evaluate program eligibility on a case-by-case basis.

Who can be referred?

Candidates are eligible for referral if:

• They are not a current State of Minnesota employee (i.e. temporary, intermittent, student worker, etc.);

AND

• They are applying to a MnDOT job opening.

Benefit for your referred candidate

Once your referral is received, a MnDOT recruiter may reach out directly to your referred candidate(s). In this conversation, the recruiter will: Identify their skill sets/skill level; identify interests within MnDOT; provide assistance on resume edits and application process; and verify which positions within MnDOT they intend to apply to.

How do I refer someone?

Making referrals is easy! Email <u>jobs.dot@state.mn.us</u> with the subject line "Employee Referral", include the candidate's name and the Job ID number that they are applying to. If you would like us to reach out to the candidate please provide contact information as well.

How will I get my referral award?

You will receive a congratulatory email if your referred candidate is hired, with steps explaining how to claim your MnDOT merchandise.

For more details about the employee referral program, please contact us at <u>jobs.dot@state.mn.us</u>. Also, don't forget to check our careers page at dot.state.mn.us/careers or the State of Minnesota Career website at mn.gov/careers for new openings. You can also call us at 612-257-2388.