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**MICROSOFT EMPLOYEE REFERRAL PROGRAM – FAQ’s**

**(Ctrl+Click to view answer):**

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[ *After being submitted to the Microsoft Employee Referral Program, am I required to apply for the positions that I have been referred to?  Should I apply for any positions at all?*](#_Toc337820295)

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# *How long is my Employee Referral Status valid for?*

* + Your eligibility is valid for 6 months, starting from your submission date in the Microsoft Employee Referral Program. You will work with your employee referral profiler for the first three weeks of the program. After the six months, you can request that your contact at Microsoft resubmit your resume to the Employee Referral Program. Your profile will continue to remain in our recruiting system after your 6 month eligibility has ended.

# *Do I need to apply for the positions I have been referred for?  Should I apply for any positions at all?*

* + Yes, you need to apply for all positions before you can be considered In order for recruiters to gauge your interest and determine your qualification, it is in your best interest to apply for the position(s) that you have been referred to. Also, when you are searching for positions on the Microsoft Careers website, and discover additional positions that you are interested in and qualified for, you are encouraged to apply for those as well. We encourage you to apply for any position that you are interested in and qualified for. Every application will be considered by the Microsoft Recruiting Community.

# *Will you be finding positions that are a good fit for me?*

* + As a Profiler, our role is to share your information with and only with the **recruiters** associated with the jobs you have applied for and/or the job categories that you are best fit for. While we do not search for specific positions for you, you will want to continue to search for and apply to jobs that you interested in and believe that you are qualified for.

# *There are so many positions listed on the website! How would you recommend narrowing it down?*

* + The [Microsoft Careers site](http://careers.microsoft.com/careers/en/gbl/home.aspx) can be overwhelming. Start by applying filters to the search, like Job Category and Location. From there, get a feel for the basic requirements that each job title asks for by reading through a few of the job descriptions. Once you have an idea of what positions you’d be a best fit for, the search should seem more manageable.

# *Will it hurt my chances if I apply for more than one or two jobs?*

* + We encourage you to apply for any position that you are interested in and qualified for. Every application will be available to the Microsoft Recruiting Community.

# *Can I get a notification for new job postings?*

* + You can set up multiple RSS feeds that will automatically send you any new listings that match your search criteria. To do this enter your search criteria into the [Microsoft Careers page](http://careers.microsoft.com/careers/en/gbl/home.aspx) , click “View RSS” on the search results page, and click “Subscribe to this Feed” on the next page. You can also join our [Microsoft Talent Community](http://www.microsoft-careers.com/join/) to receive additional job alerts and to be a part of our social communities

# *Can I apply for job postings outside of the US?*

* + You are free to apply for any and all available jobs listed on the [Microsoft Careers page](http://careers.microsoft.com/careers/en/gbl/home.aspx); but this program only works with the recruiting community directly aligned to positions in the domestic United States. We are unable to submit your profile to open positions located outside the U.S.

# *I want to work remotely. How do I search for these positions?*

* + On the MS Careers Site, under the “Location” drop down menu between TX and UT there is a selection titled “United States – Non Location Specific”. When this filter is applied, it will populate with positions that will allow you to work remotely.

# *How long does it take for a recruiter to contact me?*

* + Microsoft Recruiter activity and time may vary depending on your qualifications for open positions. Unfortunately, we cannot guarantee that you will be contacted by a recruiter

# *How can I increase recruiter interest in my resume?*

* + Pay attention to the keywords and qualifications listed in the job descriptions for the types of positions you are interested in. Verify you have the applicable qualifications listed on your resume. You can update the main resume associated with your profile in the recruiting database at any time by doing so through the Careers Site at <http://careers.microsoft.com>.

# *Can you send me the contact information of the Recruiter or Hiring Manager?*

* + Due to Microsoft policy, we are unable to provide contact information of the Recruiter or Hiring Manager. Recruiters who are interested will have your contact information and will reach out to you. We don’t have direct communication with any Hiring Managers, but will communicate with the recruiters aligned to open job postings.

# *What happens after the initial three-week profiling period?*

* + Your profile will be flagged in the Microsoft database as a referral and your referral information is available to all Microsoft recruiters.  The Employee Referral flag will be active for approximately six months from the date your information was submitted to the Employee Referral Program. When you apply for a position during that time the recruiters will see that you have been referred by a Microsoft employee.  This can increase their interest. You are strongly encouraged to continue to apply for positions you are interested in and qualified for at <http://careers.microsoft.com>. From this point forward you will not need to keep me informed of the new positions you have applied for. Please note that after the six month period for which your Employee Referral flag is active, your profile will remain active in the Microsoft recruiting system.