

Lockheed Martin – External Referral Program

Frequently Asked Questions (FAQ)

Q. How do I know if I'm eligible to refer a candidate?

A. You are eligible to refer a candidate if you meet the following requirements:

- You must be an individual person (and not a business entity), who is at least 18 years of age and a legal resident of the United States.
- You cannot be currently employed by Lockheed Martin.
- You cannot be a current contractor, temporary worker, payrollee, or consultant of Lockheed Martin.
- You cannot be a former Lockheed Martin employee or retiree within the past twelve (12) months of submitting the Referral Candidate.
- You cannot be associated with, employed by, or a consultant of a staffing or recruiting agency or third-party to whom Lockheed Martin is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such staffing or recruiting agency or third-party.

Q. How do I know if my Referral is eligible?

A. Your Referral is eligible if your Referral is NOT the following:

- The Referrer (i.e., a self-Referral).
- A current employee of Lockheed Martin or any of its affiliates or subsidiaries.
- Already referred by a current Lockheed Martin employee or a different Referrer within the previous 12 months.
- A candidate who has applied for employment or contract work at Lockheed Martin within 60 calendar days of the Referrer's submission of the Referral Candidate.
- A candidate who has already progressed to the offer stage on a current requisition prior to the Referral submission.
- A current contractor, payrollee, consultant, temporary employee, or intern of Lockheed Martin.
- A contractor, payrollee, consultant, temporary employee, or intern of Lockheed Martin within the previous 12 months.

Q. Am I allowed to refer more than one person?

A. Yes! There is no limit to how many people you are allowed to refer for any Program-qualifying position.

Q. Do I have to tell my Referral that I'm referring them?

A. It is recommended that you inform your Referral of your plans to refer them. They will receive an email after you submit their information letting them know you referred them. They will also be asked to confirm that they were referred by you for you to receive the Referral payment.

Q. How do I submit a Referral?

A. All Referrals must be submitted by visiting www.lockheedmartinjobs.com/external-Referral-Program and clicking on the "Submit A Referral" button at the top of the page. Referrals submitted elsewhere will not be eligible to participate in the External Referral Program.

Q. I want to submit multiple Referrals, but when I click "Submit A Referral" and am taken to the questionnaire, it only gives me room for one Referral. How do I submit another Referral?

A. If you'd like to submit multiple Referrals, please click the "Submit A Referral" button and complete a new questionnaire for each Referral.

Q. If I plan on referring somebody, what information do I need to provide?

A. When submitting a Referral, you will need to submit the following information:

- Your full name, email address, and phone number.
- Your Referral's full name, email address, and phone number.
- Your relationship with your Referral.
- The job title you had in mind for your Referral.

Q. Do I need to submit my Referral's resume?

A. No, you are not required to submit a resume for your Referral. However, it is preferred and you will have the option to upload a resume.

Q. If I refer somebody, does that mean they're guaranteed an interview?

A. No. All Referral candidates will follow Lockheed Martin's standard hiring process. Lockheed Martin is not obligated to interview or process Referrals outside of what would normally occur within the standard hiring process.

Q. When does my Referral expire?

A. Referrals who qualify for the Program may be considered for participating eligible jobs for 12 months from the date of their submission to the Program. After 12 months, and if the Referral has not been hired on to any of the eligible jobs, the Referral will expire and can be resubmitted to the Program.

Q. If I refer somebody to one of the participating eligible jobs after somebody else has referred that same person, do I still receive a payment?

A. No. If you refer somebody who has already been referred by somebody else, the first person to make the Referral will be entitled to payment (assuming all other conditions for payment have been satisfied).

Q. How much is the Referral payment?

A. It is a one-time payment of \$3,000.

Q. Is the Referral payment the same for each eligible job participating in the External Referral Program?

A. Yes, the Referral payment is \$3000 for all eligible jobs participating in the Program.

Q. Will I be taxed on my Referral payment?

A. All Referral payments Lockheed Martin makes as part of the Program are paid pre-tax. The Referrer is solely responsible for paying all applicable local, state, and federal taxes on any payment received from Lockheed Martin as part of the Program.

Q. What information do I need to provide in order to receive a payment?

A. You will need to complete a W-9 form. Lockheed Martin may ask for additional documents and information in order to submit a payment.

Q. How will I receive the payment?

A. You will receive a check in the mail.

Q. When will I receive a Referral payment?

A. If your Referral is hired on to any of our participating eligible jobs, you will receive a payment within 35 calendar days of your Referral completing 60 calendar days of employment with Lockheed Martin, pending an internal validation process and Lockheed Martin's receipt of all required payment-related paperwork from you.

Q. If I refer somebody to one of the eligible jobs but they get hired on to another position, do I still get a payment?

A. If your Referral gets hired on to any of our eligible jobs participating in the External Referral Program, you will receive a payment (assuming all other payment-related conditions are satisfied).

Q. What if I have additional questions?

A. Please email exrp.support@lmco.com with any additional questions. Please also refer to the [Terms & Conditions](#) for the External Referral Program.