

***Pastoral Center Employee
Referral Program***
(Human Resources Office)

PASTORAL CENTER EMPLOYEE REFERRAL PROGRAM

What is it?

It's an incentive program which rewards employees with a 'Finder's Fee' for recommending an individual for employment at the Pastoral Center which results in a new hire.

What is the reward for a successful referral?

Successful referrals will result in a check for \$100 to Pastoral Center employees who refer an applicant who is hired.

How do I get credit for the referral?

Obtain a referral form from the Office of Human Resources.

Submit the referral form signed by both the applicant and yourself and always include a resume.

The resumes will initially be routed to the appropriate office when a vacancy occurs and will be retained in our open resume file for a period of one year.

You must be an active Pastoral Center employee to participate.

Hiring managers are not eligible for referrals within their own offices.

There is no limit to the number of referrals an employee can make within any given time period.

For those of you who submit a successful referral, you can expect a 'Congratulatory Letter' and a check for \$100 within 30 days after your referral begins employment.

Is there any award for a referral for an unsuccessful applicant?

Sorry, no, but don't hesitate to try again soon.

PASTORAL CENTER EMPLOYEE REFERRAL FORM

I would like to recommend the following individual for employment at the Pastoral Center because s(he) has these particular skills/experience:

Applicant's last name _____ first name _____

Applicant's home telephone (including area code): _____

Applicant's signature of consent:

Your name, Last: _____ First: _____

Your signature and date submitted:

Every referral must include:

- 1) Employee Referral Form
- 2) Signature of the applicant and yourself.
- 3) Resume

Please return this completed form to the Office of Human Resources.