

Dickinson

Employee Referral Program

Employee Name: _____ Date: _____

Department: _____ Primary Phone: _____

Name of Applicant: _____

Applicant Phone: _____ Email: _____

Position Referred for: _____

Referred Position Department: _____

Relationship to Employee (friend, family member, referred by 3rd party, or other):

Candidate has already completed the on-line employment application:

Yes No Unknown

Dickinson College Employee Referral Program:

Dickinson College will provide a \$300 bonus to an employee who refers a candidate who is hired by the college. \$150 will be paid following 30 days of employment and an additional \$150 will be paid following six months of employment. Referral-eligible positions are identified by the college. Please consult with Human Resource Services as these positions vary based on current need and include only full and part-time positions (all casual and student employment positions are excluded from referral program). All employees are eligible for this program.

- Applicant must identify the referring employee on the employment application under the ***“How did you hear about the position?”*** section.
- Referring employee must submit a referral form identifying applicant’s name and requested position.
- New employee must successfully complete the background clearance process and work beyond the initial 30 days to be eligible to receive the first \$150 payment.
- New employee must work a minimum of one day beyond the 6-month period for the referring employee to receive second \$150 payment.

I have read and understand Dickinson’s Employee Referral Program. I understand that if the candidate I referred is hired because of my referral, I will receive a bonus after the new employee completes 30 days of employment with Dickinson College. I further understand that I will receive a second bonus after the new employee works a minimum of one day beyond the 6-month period of employment with Dickinson College.

Employee Signature: _____ Date: _____