

External Affairs recognizes the need to hire talented, knowledgeable, and experienced individuals to join our team of professionals. To promote organizational recruitment and retention, we want to encourage current employees to refer external candidates for positions within External Affairs. Although not all referrals will result in a hire, resumes will be given serious consideration, and at a minimum reviewed by the hiring supervisor.

PROCESS

- Employee refers external candidate to career opportunities within EA.*
- Candidate applies for positions and indicates referring EA employee.
- If hired, manager indicates referring EA employee via SuperTools.

ELIGIBILITY/CRITERIA

- Career, contract, and limited appointment employees.**
- Referral must be hired as a full-time EA career employee.
- Referral must complete six months of employment in good standing.
- Referring EA employee must be employed at the time the referral has completed six months of employment.

Note: EA staff involved in the recruiting/hiring process for the incentive eligible opening are not eligible to participate in this program. Referral must be an external candidate, i.e. not part of EA's extended organizational structure.

AWARD AMOUNT

- The denomination of the cash award will vary depending upon the level of the open position, i.e. in relation to turnover costs.
- Referring EA employee will receive a cash award processed through the university payroll system, minus applicable deductions and subject to applicable policies.

Vacant Position Level	Award Amount*
Management & Senior Professional	\$1,000
Information Technology Professionals	\$1,000
Technical & Professional Support Staff	\$ 750
Clerical Staff	\$ 500

*The award amount will be divided equally among multiple referrals for the same candidate.

** For exclusively represented employees, eligibility to participate is subject to approval by bargaining unit. Employees hired on an employment contract must have eligibility to participate incorporated into the terms of the contract. SMG employees are not eligible to participate.