

Employee Referral Program & Policy

Human Resources is pleased to announce the launch of a new employee referral program for positions hired in the Facilities Management or Dining Service departments. We place great importance on referrals because we trust our employees know what's best for Gustavus. We also know what a competitive environment today's economy is creating, so to find candidates our employees feel could be successful here, we want to meet them!

This policy applies to everyone who refers a candidate to Gustavus for fulltime, permanent positions in Facilities Management or Dining Service. For every candidate you refer who is hired and successful in their role for 90 days, Gustavus will provide an incentive to the referring employee of \$250! If the employee remains in good status for 1 year, the referring employee will receive an additional \$250!

Here's how it works! Your candidate may choose to list your name on the application when they apply or provide us with an Employee Referral Card. Employee Referral Cards are available in Facilities Management, Human Resources, and Dining Service offices. Put your name on the card and hand it out to people you feel would be a good fit at Gustavus. Referring someone to a job is a reflection of both you and the candidate, so it's important to only provide referrals for people you feel has provided great service or skills to the position for the job.

The fine print

- We may modify or cease this policy based on need. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was changed will still receive the appropriate reward.
- There is a two person per year cap on the number of referrals an employee can make.
- If two or more employees refer the same candidate, only the first referral will count.
- The referral payment will be paid as a bonus and subject to taxes.
- For each application submitted, the candidate must list the employee's name each time or it won't count as a referral.
- Cabinet members and Human Resources personnel are not included in the program.
- Hiring managers can't refer anyone for a position they're directly responsible for hiring. In other words, the referring person cannot be part of the decision to hire the person.
- The applicant cannot have worked at Gustavus for at least one year.
- The applicant cannot be a current or recently graduated student.

We'd like to remind our employees that we're an equal opportunity employer and want to have a diverse workforce. All referred candidates will be given the same consideration and will pass through our established procedures.

Please see someone in Human Resources if you have any questions about this new, and exciting, opportunity!

MAKE YOUR LIFE COUNT