

Gettysburg College Employee Referral Program for Dining & Facilities Services Positions

Do you have a friend or family member who might be a good match for a full-time vacant position in Dining or Facilities Services? If so, you may be eligible for an employee referral bonus.

Employee referrals can be an effective way to identify qualified candidates for employment at Gettysburg College.

Effective August 1, 2019, eligible faculty and staff members who refer a qualified applicant to work in our Dining or Facilities Services Department may be eligible for a bonus. These applicants must be selected for a full-time position in either Dining or Facilities Services (not part-time or casual) and may not already be employed in any capacity at Gettysburg College.

To be eligible for this payment:

- The applicant must indicate the faculty or staff member's name on their online application when applying for the position (*Please remind the individual to include your name on their initial application, otherwise you will not be eligible for the bonus*)
- The referring faculty or staff member must not have any involvement in the hiring process, either as a search committee member or in the decision process
- The referring faculty or staff member cannot be the supervisor or manager of the position

The referring faculty or staff member will receive a \$150 bonus after the new employee completes 30 days of full-time employment and an additional \$250 bonus after the employee successfully completes one (1) year of full-time employment.

Please complete the Employee Referral Form below at the time of the employee's hire (*complete first section*) and return to Human Resources.

Faculty/Staff member completes the following:

Faculty/Staff Name _____ Faculty/Staff Department: _____

Applicant Referred: _____

Applicant's Department: _____

Faculty/Staff Signature: _____ Date: _____

Human Resources completes the following:

Applicant Hire Date: _____

Applicant Indicated Employee Above on Application? Yes _____ No _____

If eligible, complete 2 Misc. Pay Request Form (1 month - \$150.00 and 1 year - \$250) and give the original to Lynn Garskof and a copy to Jen Lucas.