DO YOU KNOW SOMEONE WHO WOULD MAKE A GREAT FACILITIES SERVICES EMPLOYEE?

WANT TO EARN AN EXTRA $500?

About the Employee Referral Program

The program’s goal is to expand our applicant pools while supporting the University’s mission of equal employment opportunity. Recruiting great employees is important for FS’s success. We would like your help by encouraging talented friends and/or former colleagues to apply for positions in FS. The Employee Referral Program is intended to recognize those who actively recruit new employees into our organization. This program will begin January 2, 2008.

About the Process

1. You tell people in your network all of the excellent things about working at FS.
2. People in your network express an interest and you want to refer them.
3. You complete the referral form (attached) and return to HR. Referrals can be made for current job openings and future job openings. A specific job does not have to be posted to make a referral.
4. The people you refer apply online at (www.ohr.cornell.edu/jobs) for jobs that they are qualified for.
5. If the person you referred is hired, and remains employed for one year, you receive a payment of $500 gross. If two or more people refer the same person, the $500 payment will be split equally.
Employee Referral Program

Purpose

Recruiting great employees is important for FS’s success. We would like your help by encouraging talented friends and/or former colleagues to apply for positions in FS. The Employee Referral Program is intended to recognize those who actively recruit new employees into our department.

Guidelines

The program’s goal is to expand our applicant pools while supporting the University’s mission of equal employment opportunity. If a candidate is referred, that candidate will be given equal consideration for the position. If qualified, the candidate will go through the normal hiring process. The referring employee will receive an incentive payment of $500 gross within one year of hire provided the candidate is still employed.

Procedure

1. You tell people in your network all of the good things about working at FS.
2. People in your network express an interest and you to refer them.
3. You complete the referral form (attached) and return to HR. Referrals can be made for current job openings and future job openings. A specific job does not have to be posted to make a referral.
4. The people you refer apply online at (http://hr.cornell.edu/jobs/) for jobs that they are qualified for.
5. If the person you referred is hired, and remains employed for one year, you receive a payment of $500 gross.

Exceptions

- Human resources staff is not eligible.
- Members of the FS Vice President’s senior leadership team are not eligible for the referral incentive.
- Immediate family members may not be referred.
- The referral incentive is not paid for referring any Cornell temporary or regular employees, rehires, or transfers from within Cornell.
- Search team members who are referring someone for a specific job and are on the search team for are not eligible.
Employee Referral Program

Date: ______________________________________________________

Referring Employee Information

Your Name: __________________________________________________

Your Department: ______________________________________________

Referred Candidate Information

Name: _________________________________________________________

Position applying for (if applicable): _______________________________

Qualifications/Specialty: __________________________________________
________________________________________________________________
________________________________________________________________

Please return to Jessica Lang at 122 Humphreys Service Building. Attach referral’s resume if available.

For HR Use Only

Hire Date: _____________________________________________________

Position: _____________________________________________________

Incentive Amount: _____________________________________________

Date Issued: ___________________________________________________