EMPLOYEE RECRUITMENT REFERRAL PROGRAM

Without dedicated hiring recruiters, our ability to have targeted recruitment is challenging and relies on electronic posting boards, social media, and applicants searching for positions. It is imperative that we improve hiring pools and recruit applicants and new employees to open positions. The Employee Recruitment Referral Program is another strategy to encourage current employees to refer qualified applicants to “board appointed” benefit eligible positions. The referral program can be a cost-effective strategy to reach broad scope recruitment, especially in an untapped pool of passive applicants or new job seekers. Each employee has a network of peers, family, friends, partners, or associates outside of the university, giving them an opportunity to recruit qualified applicants who may not be actively seeking other employment, but may consider a change if the opportunity arose. The Recruitment Referral Program, along with current strategies, expands our recruitment capabilities, that in turn may increase our applicant pools to grow our Vandal Family. Who better to share the great things happening at UI than current UI employees?

Search committees will continue to evaluate all candidates with the same criteria they do now. Human Resources will conduct ongoing review of the program to ensure that the recruitment referral program is effective with intended results.

Incentive Details

- Employees may receive $200 for referring successful qualified applicants to board appointed positions. (Incentive is paid if the referred applicant is hired in a “board appointed” benefit eligible position.) Incentive is considered taxable income.
- Employees may receive a $10 Idaho Eats gift card for referring a qualified applicant to board appointed positions. (Incentive is provided if the referred applicant is qualified, but not necessarily hired.)
- The maximum amount of monetary incentive allowed per employee is three-thousand dollars ($3,000) per fiscal year. (This would be considered taxable income).
- The maximum amount of gift card incentive allowed per employee is two-thousand dollars ($2,000) per fiscal year.
- To be awarded, the employee making the referral must be a board appointed employee and have a current performance evaluation on file with an overall rating of “Meets/Exceeds”.
- All University of Idaho board appointed employees are eligible for the referral bonus. Referral incentive is not available for employees in positions that are within their direct hiring authority. (For example, the HR Director is not eligible for incentive for referring an applicant to a HR position.)
- Candidates must include the referral employee’s name and department on their employment application materials. Only one referral name is eligible per application. The applicant tracking system has been updated to collect referral information.
- All candidates will be evaluated for employment consistent with current hiring guidelines. All information regarding referrals will not be available to the hiring committee as part of the
application, search committee process. All information regarding the hiring decision will remain confidential.

- The referring employee must be employed by University of Idaho during the hired candidate’s first 30 days of employment to receive the referral incentives.
- Interpretations of this recruitment referral program will be handled through Human Resources.
- Any questions regarding the recruitment referral program should be directed to Human Resources.
- Recruitment Referral Incentives will be paid within 60 days after the referred employee’s first day of employment at U of I.

**Implementation Details**

- When applicant is hired and posting moved to filled, departments would be notified regarding the financial incentive payment (following 30 day review). A form/spreadsheet will be utilized that will allow Payroll the ability to process payments. Incentive payment is considered taxable income and will be paid at the earliest convenience of the payroll department.
- If a referred applicant is not hired, the referring employee will receive the Idaho Eats gift card via campus mail within 60 days of the posting moved to filled.
- HR will evaluate the effectiveness of the Recruitment Referral Program to ensure desired results are achieved and make further recommendations as needed.

Contacts:
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