



TOWN OF CHINO VALLEY EMPLOYEE REFERRAL PROGRAM

Description

The Town of Chino Valley takes great pride in its recruitment and selection process. Research has shown that one of the best sources for candidates, who are likely to meet our rigorous standards, are often located through our existing employees. Thus, as part of our recruitment and selection process, we have implemented an employee referral program. Employees of the Town of Chino Valley are immediately eligible to refer candidates, who if hired, will result in your receipt of a referral bonus in the amount of \$300 (less taxes).

Program Rules

1. This program applies to the referral of year-round positions.
2. No bonuses are paid for the referral of relatives of employees.
3. The Human Resources Director and Leadership Team are excluded from receiving referral bonuses.
4. Once a referral is hired and completes six months of service, the referring employee will receive the bonus.
5. To be eligible for a referral bonus, the candidate must list the employee's name on the employment application (referral information requested on page 1) as the individual who referred them.
6. Candidates who have already submitted an employment application, and did not reference an employee, may not do so after the fact.
7. To be eligible for a referral bonus, you must be actively employed by the Town of Chino Valley at the time the referred candidate completes six months of service.
8. In the event the same candidate is referred by more than one employee, the date of the earliest referral will govern or the multiple referring employees may agree to split the bonus.
9. Employees who leave employment and return within one year of service, to the same position, are not eligible to be referred under the referral bonus program.
10. Only candidates who meet the essential qualifications for the open position will be considered.
11. All candidates will be evaluated for employment consistent with Town of Chino Valley policies and procedures.
12. All information regarding the hiring decisions will remain confidential.
13. If there is a conflict with regards to eligibility or consideration, the Human Resources Department will issue a final decision.

If you have questions about the Employee Referral Program, please contact the Human Resources Department.

INTERNAL TRACKING FORM

EMPLOYEE REFERRAL PROGRAM TRACKING FORM
INTERNAL USE ONLY:

Referring Employee Name: _____

Award Payment (100%) _____ (Six months from the date of hire)

Referred Candidate's Name: _____

Referred Candidate's Hire Date: _____