

CITY OF SALEM EMPLOYEE REFERRAL PROGRAM

Overview:

The City of Salem (City) is always looking for good people to join our team, and you can help. Research has shown, and our own experience supports, that new hires who come to us through employee referrals are excellent and valuable contributors, stay with us longer and are more cost-effective recruits.

If you know someone who would be a good addition to the City, you may be awarded a referral bonus of \$500.00 (less taxes) if you refer a candidate and they are hired.

Employees must refer candidates to Human Resources by using the Candidate Referral Form found on the on the Human Resources (HR) Website (under forms and applications); the form is also available in the HR Department.

Program Rules:

All City employees, except the Mayor and Mayoral Staff, City Council Members, HR staff, and Department Heads with hiring involvement over the referred candidates, are eligible for the referral bonus. Temporary, summer, contract and former employees of the City are not eligible candidates for referral awards.

With the exception of referrals for Labor Service positions within the City's Department of Public Services, the referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date. Any exceptions to this timeframe rests with the HR Director.

The referral must represent the candidate's first contact with the City. To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application. Post-submitted applications and or post interview referrals are not allowed.

The referring employee must agree to have his or her name used when the City contacts the candidate.

The first employee to refer a candidate will be the only referring employee eligible for payment.

Only candidates who meet the essential qualifications for the position will be considered.

All candidates will be evaluated for employment consistent with City policies and procedures.

All information regarding the hiring decision will remain strictly confidential.

The referring employee must be employed by the City during the hired candidate's first 30 days of employment to receive payment of the referral bonus.

Any disputes or interpretations of this employee referral program will be handled through HR.

Referral bonus payments will be paid within 30 days of the referred employee's start date with the City.

Positions exempt from referrals:

Public Safety positions subject to the Massachusetts Civil Service process.

CITY OF SALEM CANDIDATE REFERRAL FORM

Job title: _____

Department: _____

Candidate's Name: _____

Referral Date: _____

Referring Employee's Name: _____

Phone & email address: _____

I have read and understand the Referral Program Rules:

Referring Employee's Signature & Date

Attach the candidate's resume or application and submit this form to Human Resources.

INTERNAL USE ONLY – PAYMENT PROCESSING

Charge to: _____

Referred Candidate's hire date: _____

Target date for payment to referrer: _____

Completed by: _____

cc: Referred candidate file
Referring employee file