



# EMPLOYEE REFERRAL FORM

Princeton University is looking for the best staff members available and will pay you to help find them!

Refer a qualified individual for a position in the Employee Referral Program and you could be eligible to receive a monetary reward. To be eligible, your referral must be hired for an eligible position and stay in that job for at least six months; you must also continue to be employed at the University during that time. Referees will receive a reward up to \$1,000.

### WHO CAN BE REFERRED?

Qualified applicants include individuals who (1) are not currently employed by Princeton University, including temporary and casual hourly employees, or student workers; (2) have not been referred by someone else previously; and (3) have not received an interview for a position at Princeton University.

Candidates must demonstrate that they have the qualifications required for the position and have a good employment record. The Office of Human Resources will make the final judgment regarding job eligibility after their application and résumé have been received.

### WHAT TYPES OF JOBS ARE ELIGIBLE FOR THIS OFFER AND WHAT IS THE REWARD?

The following positions may be eligible for employee referral rewards:

- all biweekly B positions in academic, data management, or departmental office support - **\$250**
- all biweekly janitorial and dining services positions - **\$250**
- all administrative positions (ADM) in grades 1 and 2 - **\$250**
- all informational technology professional positions (AIT) in grades 1 and 2 - **\$500**
- all informational technology professional positions (AIT) in grades 3 through 5 - **\$1,000**

You can review open employment opportunities online at <http://jobs.princeton.edu>.

### HOW DO I REFER SOMEONE?

Fill in the information below, attach the referred applicant's resume, and send both to Elisabeth Tarnok in the Office of Human Resources at 2 New South. Complete a separate form for each applicant you are referring and attach each candidate's resume in order to be considered. Remind referred candidates to list you as a referee on their application. You should refer a candidate only once. Referral forms will not be accepted after an individual has been offered an interview.

QUESTIONS ABOUT THE PROGRAM? Contact the Staffing Team at 258-3301.

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Submit this form and the candidate's resume to: Elisabeth Tarnok, Office of Human Resources, 2 New South

Candidate's Name \_\_\_\_\_ Job Requisition # \_\_\_\_\_

Your Name \_\_\_\_\_

Your Department \_\_\_\_\_

Your E-mail Address \_\_\_\_\_ Your Telephone Number \_\_\_\_\_