

MIU IV Staff:

Dr. Killmeyer and the executive team are very pleased to announce the continuation of the staff referral incentive. The MIU IV Board of Directors passed the motion again last night!

The staff referral incentive has been a HUGE success. We have had 85 referrals. Of those referrals, we hired 32!!! Please keep up the good work! You are making a difference in the hiring process.

### Guidelines

A \$500.00 incentive is being offered to current staff members if you refer an outside person for consideration of employment, and the person is the successful candidate. To qualify for this incentive, ALL guidelines must be met:

1. Refer an outside candidate to a vacant position within MIU IV, and
2. Your notification to the potential applicant must be in writing in order to show proof of the referral to the Assistant to the Executive Director, and
3. Staff member must complete the attached Referral Form, and
4. The candidate must be hired by MIU IV, and
5. The candidate must work for our organization for a minimum of 60 days before payment of the incentive is rendered.
6. If two or more staff members refer the same candidate, and the candidate is eventually hired, the \$500 will be split among the staff members.
7. In order to receive payment, you must be a current employee. Staff members who have left employment are not eligible for the incentive.

Please note that no preferential treatment will be given to a referral. We are under no obligation to interview or hire candidates referred to our organization. Responsibility for interviewing and hiring fall entirely under the purview of the administration and Board of Directors.

There is no limit on the number of candidates a staff member can refer for potential employment. A form must be completed for each referral and vacant position. For example, if you refer a candidate for a secretary/clerk position and then a paraprofessional position becomes vacant, and you refer the same person, you will need to turn in two referral forms---one for the secretary/clerk position and one for the paraprofessional position.

The \$500.00 will **not** be added to base salary.

Please use the following form.

**Candidate Referral Form**

Date Submitted:

Name of MIU IV Employee:

Name of Potential Candidate:

Vacant Position Title:

Please scan and email this form along with proof of notification to the candidate to [brenda.marino@miu4.org](mailto:brenda.marino@miu4.org). Please put "Candidate Referral" in the subject line.

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**Business Purposes Only**

Date received: \_\_\_\_\_

Date hired: \_\_\_\_\_

60-day probationary period: \_\_\_\_\_

Incentive amount paid: \_\_\_\_\_

Notes: