

Pastoral Center Employee Referral Policy

Description

In our quest to identify qualified Catholic candidates to fill open positions, we have found that many times the best candidates are referrals from our Pastoral Center employees.

If you know of someone who would be a good addition to our team and they meet the qualifications for an existing open position, you may be awarded \$50 if you refer them for employment and they are hired. If your candidate is hired and maintains employment with the Pastoral Center for 6 months you will be awarded \$50!

Refer candidates who meet the qualifications to apply for the position after providing the Lay Personnel Department the attached Candidate Referral Form.

Program Rules

1. Referral Eligibility: All Pastoral Center employees - except Human Resources personnel, summer, contract, and former employees - are eligible for the award. Managers with hiring authority over the referred candidate are not eligible.
2. The referral date cannot be earlier than the date the job posting is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
3. The referral must represent the candidate's first contact with the Pastoral Center.
4. To be eligible for an award, the referral must **first** be submitted to the Lay Personnel Department and must include a Candidate Referral Form.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. All information regarding the hiring decision will remain strictly confidential.
7. The referring employee must still be employed by the Pastoral Center during the hired candidate's first 6 months of employment in order to receive payment.
8. All referral bonus payments will be paid within 30 days after the referred employee's 6 months of employment at the Pastoral Center.

**Diocese of Sacramento — Human Resources Services
CANDIDATE REFERRAL FORM**

Position Applying For: _____

Candidate's Name: _____

Referral Date: _____

Referring Employee's Name: _____

I have read and understand the Pastoral Center Referral Program Rules.

Referring Employee's Signature

Date

*Submit this form to Lay Personnel **prior** to the candidate applying to the position. Direct the referral to apply to the posting and to list you as a referral.*

INTERNAL USE ONLY:

To: Payroll

From: Lay Personnel

Referred candidate's hire date: _____

Target Date for award payment (after 6 months of employment): _____

HR Approval: _____