

CWRU Employee Pilot Referral Bonus Program

Case Western Reserve University needs your help. Our employees are our best ambassadors and in the spirit of our core value of teamwork, you can help the University identify qualified candidates for available key positions. In return, you can receive \$1,500 per referral through our new employee referral program! Currently, this is a pilot program, but the goal is to review the data and outcomes to expand the program.

The employee referral program is designed to increase the number of qualified candidates for positions experiencing critically short staffing, while rewarding current employees with a \$1,500 bonus per referral, who is then hired.

Providing a referral for an applicant is not a guarantee that the individual will receive an interview or be hired for a position at Case Western Reserve University. Also, those involved in the hiring team (interviewing and selection process) for the specific job will not qualify for the referral bonus. The referring employee can receive up to two referral bonuses.

All referred applicants will need to complete the standardized process outlined by selection guidelines.

This program applies to: Regular full-time and part-time faculty and staff as outlined in the eligibility section below.

The University is rolling out a temporary pilot referral program from February 15, 2022 through June 30, 2022, in an effort to reinforce employee engagement and reward existing faculty and staff for referring individuals from their network to open staff positions within the University.

The pilot program will include referrals for staff positions in the SOM (up to 20 referred positions during this pilot timeframe), campus safety and security, and Dental School clinical. Referrals to staff positions in other departments are not eligible for this pilot program. Internal candidates are also excluded.

Program Details

1. Faculty and staff who are full-time or part time employed by CWRU are eligible (Eligible Employees).
2. The program provides referral bonuses for specific full-time or part-time staff positions as outlined below.
 1. SOM: Salary grade 17 and below

2. Campus safety and security
3. Dental School clinical
3. Eligible Employees may receive up to two referral incentives of \$1,500 each during this program.
4. The name of the employee referring the applicant must be present on the original application submitted in HCM.
5. Both the Eligible Employee and the referred employee must be employed by CWRU on the program's payout dates, and both must be in good standing in order for the Eligible Employee to receive payment.
6. Eligible Employees cannot be involved in the hiring process of the position, in direct or indirect oversight of the candidate being referred, or in violation of our Nepotism Policy.

Upon confirmation of eligibility, the Eligible Employee will receive \$1,500 to be paid in two (2) equal installments: the first payment of \$750 will be processed after the first six months of the referred applicant's start date; the second payment of \$750 will be processed after the 1-year anniversary of the referred employee's start date. Payments will be included in the Eligible Employee's paycheck and subject to tax withholding.