

Employee Referral Program: Referring Employee Job Aid

1. To access the internal job board (jobs.illinois.edu) you need to click on Current Employees.

CAREER OPPORTUNITIES



2. When you access the internal job board you will see a column, **Eligible for Referral**. Jobs eligible to pay a referral incentive will have a dollar sign next to the word *"Referable."*

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3. When you click on the position you will see the \$600 payment amount and a button to click on to make a referral, **Refer a Candidate**.

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Information Technology Associate United States 1010776 Referral Bonus Eligible: \$600 Apply Now Refer a Candidate	₩	
< Back to Search		
Information Technology Associate		
Appointment Information This is a 100% full-time Academic Professional position, appointed on a 12-month basis. The expected start date is as soon as possible after 8/16/2022. Salary is commexperience.	nensurate v	vith

- 4. Selecting **Refer a Candidate** will take you to the screen below which can be used to send the referral link to someone you would like to refer. In order for you to get credit for the referral, the applicant <u>must use the referral link.</u> If they do not use the referral link you will not be listed as the referring employee.
 - a. Watch the <u>video</u> for how to access and submit a referral from your mobile device.

Refer a Candidate	×
Refer someone that would be a great fit for this job. An email will be se	nt to the candidate.
Candidate's Email	
Email Address	
This candidate is related to me	
Yes	
O No	
Message to candidate (optional)	
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Referral Link	0 / 3500
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	City	^	Job Title	Location	Eligible for Referral	Date Posted	
	Urbana (194)	Î	HR Associate - Talent Acquisition - IHR	Urbana, IL, United States	Referable \$	Today	
5.	Champaign (13) Chicago (7) Matteson (4)		Community Outreach Worker (EFNEP) University of Illinois Extension	Champaign, IL, United States	Referable \$	Today	

Once you have submitted a referral you can keep track of the status on the **My referrals** tab.

6. If your referred candidate is hired you will see the status updated to hired on **the My Referrals** tab.

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My Referrals					
Email	Job Title	Requisition ID	Referral Bonus	Status	Last Action Date
ahagler@illinois.edu	Business Administrative Associate	1010776	\$600	Invited to Apply	Aug 28, 2023
debstone@illinois.edu	Assistant Director of Human Resources	B1009402	\$600	Invited to Apply	Jul 13, 2023
neild@illinois.edu	Information Technology Associate	req3056	\$600	Hired	May 30, 2023
🛟 cornerstone				Powered by Cornerst All Rights Reserved. Ter	tone OnDemand, Inc. ©2000-2023 rms - Privacy - Cookies - Feedback

7. If your referred candidate is hired, the hiring HR unit will send you (via email) the **UIUC Employee Referral Incentive Acceptance Form** for you to review. After reviewing the eligibility terms select "*yes*" or "*no*" to the Agreement. This completed form is required to process the referral incentive payment.

Employ	ee Information
Employee Na	ame: User (123456789)
Employee St	atus: A
Employee Ho	ome Org Code: 000000
Employee Ho	ome Org Name: Organization Desc
Amount to b	e Pald: 42
Employee Re	ferred: this is single line text
Position Title	ethis is single line text - (this is single line text)
Eligibility	/ Terms
The following	individuals are not eligible for the employee referral incentive:
 Any em hiring u 	ployee involved in the recruiting, including HR professionals, search committee members, and leadership within the reporting line of the nit.
• Immedi	ate family members of the new employee, regardless of their role at the U of I System.
 Faculty Other e office. 	and post-occtoral students. mployees whose role is deemed a conflict of interest as determined by the appropriate university, hospital or system human resources
Employe	e Acknowledgment
I have read ar result of my r	nd understand the University's employee referral policy, including eligibility terms. I understand that if the candidate I referred is hired as a eferral, I will receive a bonus within 60 days of the date the individual's new hire date with the University.
Agreement	
Yes - I agre	ee to the above
O No - I do r	iot accept or I am not eligible for the incentive
Click here	to sign
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UIUC Employee Referral Incentive Acceptance Form

Payment Information

- 1. You will receive a lump sum payment with the next regular pay period after the candidate's first day.
- 2. This payment is subject to tax withholdings.