



# 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

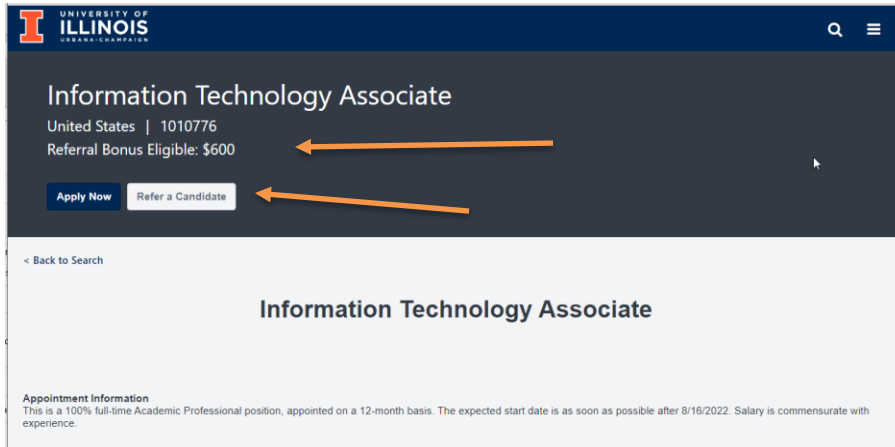


2. When you access the internal job board you will see a column, **Eligible for Referral**. Jobs eligible to pay a referral incentive will have a dollar sign next to the word “Referable.”

\*\*\*Please Note: All postings close at 6:00 p.m. (Central Time) on the posting close date.\*\*\*

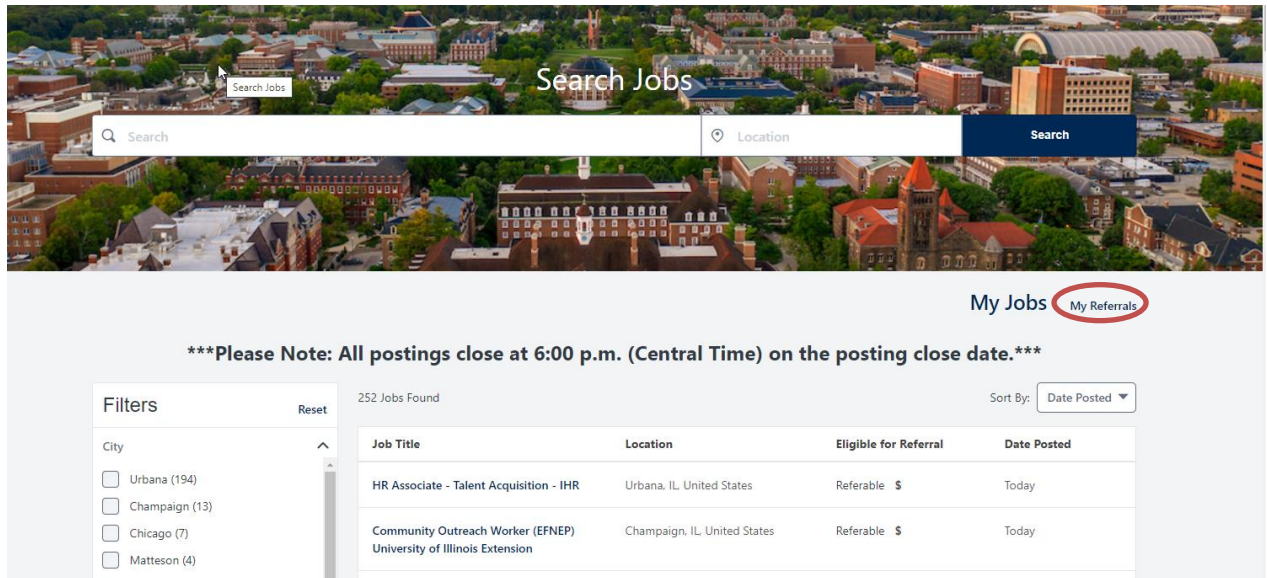
Job Title	Location	Eligible for Referral	Date Posted
HR Associate - Talent Acquisition - IHR	Urbana, IL, United States	Referable \$	Today
Community Outreach Worker (EFNEP) University of Illinois Extension	Champaign, IL, United States	Referable \$	Today

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**.



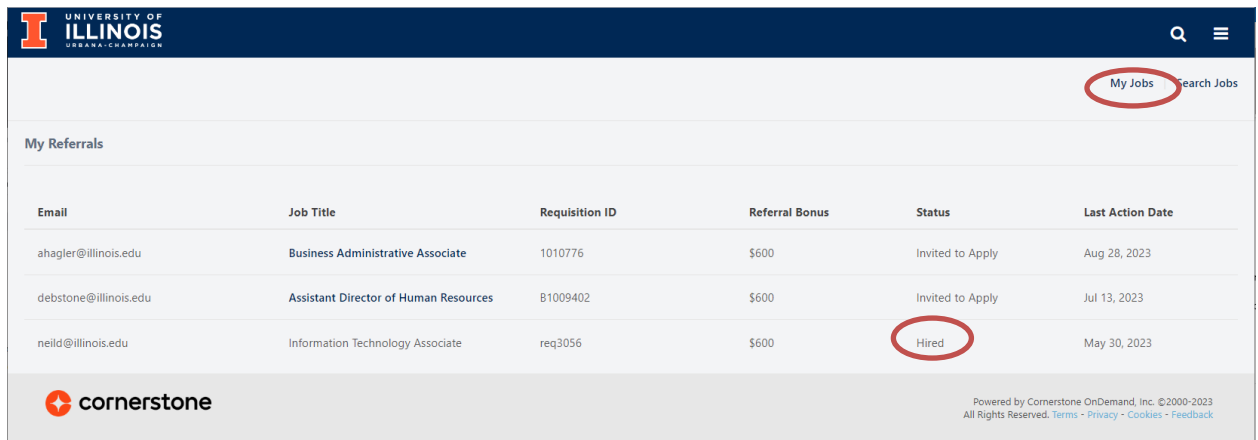
4. Selecting **Refer a Candidate** will take you to the screen below which can be used to send the referral link to someone you would like to refer. In order for you to get credit for the referral, the applicant must use the referral link. If they do not use the referral link you will not be listed as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

A screenshot of the "Refer a Candidate" form. The form is titled "Refer a Candidate" and includes a close button (X). Below the title, there is a brief instruction: "Refer someone that would be a great fit for this job. An email will be sent to the candidate." The form contains several fields: "Candidate's Email" with a text input field and a red "X" icon; "This candidate is related to me" with radio buttons for "Yes" and "No"; "Message to candidate (optional)" with a large text area and a character count "0 / 3500"; "Referral Link" with a text input field containing the URL "https://illinois-pilot.csod.com/ux/ats/careersite/1/home/requisition" and a "Copy" button; and a "Send Email" button at the bottom right.



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

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



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.

#### UIUC Employee Referral Incentive Acceptance Form

**Employee Information**

**Employee Name:** User User (123456789)

**Employee Status:** A

**Employee Home Org Code:** 000000

**Employee Home Org Name:** Organization Desc

**Amount to be Paid:** 42

**Employee Referred:** this is single line text

**Position Title:** this is single line text - (this is single line text)

**Eligibility Terms**

The following individuals are not eligible for the employee referral incentive:

- Any employee involved in the recruiting, including HR professionals, search committee members, and leadership within the reporting line of the hiring unit.
- Immediate family members of the new employee, regardless of their role at the U of I System.
- Faculty and post-doctoral students.
- Other employees whose role is deemed a conflict of interest as determined by the appropriate university, hospital or system human resources office.

**Employee Acknowledgment**

I have read and understand the University's employee referral policy, including eligibility terms. I understand that if the candidate I referred is hired as a result of my referral, I will receive a bonus within 60 days of the date the individual's new hire date with the University.

Agreement

Yes - I agree to the above

No - I do not accept or I am not eligible for the incentive

Click here to sign

#### 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.

*Last Modified: September 12, 2023*