



Employee Referral Program

Goal

- The **Employee Referral Program** is a way for HCPS to recruit highly talented teachers in critical shortage areas by providing an incentive to our workforce to actively participate as talent scouts.

How it Works?

- If an employee's referral is hired into an open **teaching** position, the employee will receive a **\$1,000** referral bonus.

How do I submit a referral to qualify for the referral bonus?

- Two actions are needed to qualify for the referral bonus:
 1. Employees must submit their referral by completing an Employee Referral Form located on the HCPS website under "Staff" ... <http://www.harrisonburg.k12.va.us/Staff>
 2. The referral needs to list you as the referring source on their HCPS online application. Please note: Employees/Referrals who do not follow this process will not qualify for the bonus.

Who is eligible for the Employee Referral Program?

- All active full- and part-time employees are eligible to receive the referral bonus, except for the employees and situations mentioned below.

Who is not eligible for the Employee Referral Program?

- Any temporary or contractor
- Any Principal, Assistant Principal, Coordinator and Director level or above
- Any employee within the Human Resources Department
- Managers/Supervisors if the referred individual will directly or indirectly report to them

My referral already applied via an external source. Can I still refer him/her and qualify for the program?

- We recommend that you submit the referral form before the referral applies online. However, we recognize your referral may be eager to apply and do so before you have a chance to submit the referral form. We will allow employees a 2 business day window from the time your referral applies online to the time you submit the referral form to still be eligible for the bonus.

Someone else also referred my friend; who qualifies for the bonus?

- The first employee to submit the referral form listing the position into which the referral is hired will receive the bonus; this will be determined by the referral's date & time stamp. The bonus cannot be split between two parties.

I recently submitted a referral. How will I know if the candidate is hired?

- Once you have submitted a referral, you will receive confirmation of receipt via email. Due to candidate privacy and volume concerns, Human Resources cannot update you on your referral's ongoing status. You will, however, receive notice when you have qualified for the bonus payout (i.e. after your referral has met the requirement of 60 days of employment).

My referral was hired by HCPS. When will I receive my bonus?

- If your referral was hired by HCPS, you will receive a **\$1,000** referral bonus (gross before taxes) in the form of a separate check direct deposited on the pay date following **90** calendar days of your referral's **successful** employment. Successful employment is defined as the referral at or above the "Proficient" performance level determined by the immediate supervisor. The referring employee and referral must be employed on the scheduled date of bonus payout.

I've referred someone multiple times, but he/she is never hired. Why?

- Human Resources receives multiple candidates for most positions. Hiring managers strive to select candidates based on qualifications and experience. Unfortunately, some employee referrals are not qualified for the position and not every qualified candidate is guaranteed an interview.

Can I call/email HR to check on my referral's status?

- No, Human Resources cannot update you on your referral's ongoing status for a position due to confidentiality.

Please contact Andrew Ansoorian, Executive HR Director, at aansoorian@harrisonburg.k12.us if you have any questions or concerns.