



YESHIVA UNIVERSITY EMPLOYEE REFERRAL PROGRAM

PURPOSE

Yeshiva University (YU) recognizes that its employees are a highly valued resource, accordingly, the university encourages employees to refer qualified applicants for consideration for all open, non-faculty positions with the Institution. The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee in a full equivalent (FTE) position who brings new talent to the Institution by referring applicants who are subsequently selected and successfully employed in such positions.

ELIGIBILITY AND PARTICIPATION

- per-hire and boosting employee morale.
- x All YU employees are eligible to participate except for:
 - o Vice Presidents, Deans and Director
 - o Human Resources employees
 - o Hiring manager, members of the selection team, or individuals who would have a direct reporting relationship with the candidate
- x All eligible candidates must meet the following criteria in order for the employee to be eligible for a referral bonus:
 - o Cannot be a former employee, contract temporary help, agency employees or student employees.
 - o Family members as defined by current nepot guidelines
 - o Candidate must fill a position designated on the YU website for the Employee Referral Program
 - o Cannot transfer from another YU location

PROCEDURES

Referrals are made by applicants listing the employee's name in the following ways:

- o On the employment application
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- x The Employee Referral Bonus amount is \$500 for both ~~Exempt~~ and ~~Non~~Exempt roles.
- x Referral bonuses are normally paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.
- x Both the employee who made the recommendation and the employee who was hired must be employees of YU Corporate or YU affiliate at the time the bonus payment is due.
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