

## **Employee Referral Program**

The Raytown C-2 School District is always looking for good candidates to serve our students and families and there are no better recruiters to our school community than our own employees. Our Employee Referral Program will help us create an army of recruiters that will promote and expand our recruitment network by sharing and celebrating all we have to offer in the Raytown C-2 School District. Employees who successfully refer candidates to our district will earn a \$500.00 dollar stipend for each candidate after the candidate has successfully worked in their new position for 60 days. Employees that successfully refer substitutes and part-time positions will receive a \$250.00 dollar stipend after the candidate has successfully worked for 60 days.

*\*Substitutes need to average five assignments per month.*

Stipends will be paid after the candidate has completed HR onboarding, all requisite background checks, physicals, drug screenings, and has successfully worked for 60 days in their new position.

Employees must refer candidates to Human Resources through the employee referral program link on our webpage or by using the attached candidate referral form.

### **Program Rules**

- All Raytown employees, with the exception of the district leadership team, are eligible for the referral stipend.
- Referring staff members agree to mentor the new employee for the first two months of their employment. Referring staff agrees to conduct one monthly meeting, in-person or via Zoom, for a minimum of 20 minutes and record those dates and times.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with the Raytown School District. Temporary, summer, contract and former employees of the Raytown School District are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with district policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of this employee referral program will be handled through the Human Resources Department.

## Candidate Referral Form

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Job Title:

Job Requisition #:

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Candidate's Name:

Referral Date:

Referring Employee's Name:

Work Phone:

Work Email:

I have read and understand the referral program rules.

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Referring Employee's Signature

Date

Attach the candidate's resume or application and submit this form to Human Resources.

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### INTERNAL USE ONLY:

To: Payroll

From: Human Resources

Charge To:

Target Date for award payment:

(within 60 days of hire date below)

Referred candidate's hire date: