**ADM #375 EMPLOYEE REFERRAL PROGRAM**

The McPherson College employee referral program is a structured program that McPherson College uses to find talented people by asking current employees to recommend candidates from their existing networks. In return, McPherson College offers an employee referral bonus.

Some of the goals of this program include:

* Improving quality of employee hires,
* Increasing the employee retention rate,
* Reducing time and cost to hire a new employee and
* Creating an engaged workforce, proactive in recruiting quality employees.

If an applicant indicates on the on-line application “employee referral” within the sourcing section of the application, the applicant is hired and remains with the college for 6 months, the referring employee is eligible for the following bonus:

$100 net for a part-time, temporary, seasonal or full-time employee.

The referring employee is eligible to receive the bonus on the next regularly scheduled paycheck following the receipt of the program forms.

The program forms – ADM #375 Employee Referral Program Form for Referring Employee and ADM #375 Employee Referral Program Form for Supervisory Approval - are posted on the college’s intranet, employee and student employee forms.

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