



POLICY: 2-78 Employee Referral Awards

LT Approved:
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Responsible Party: Vice President, People & Culture

Employee Referral Award Program

The process of referring a fulltime employment candidate is done by completing a “WSU Tech Employee Referral Form” located in Etrieve.

Employees may refer multiple candidates but each referral is to be submitted on a separate form for each person. Current, open positions may be viewed on the WSU Tech website at www.WSUTech.edu. **Referrals must identify the employee name on their employment application as the referral source when answering the question “How did you hear about this position?”**

Who can be referred?

Candidates are eligible for employee referral provided they:

- Are not currently employed by WSU Tech in any capacity, including temporary and student workers.
- Have not previously been referred by someone else.
- Have not previously applied for a position at WSU Tech in the last 12 months.
- Have not previously worked for WSU Tech.
- Are applying for a **fulltime** regular status position.

Who can make a referral?

- The program is open to all WSU Tech employees.
- Any employee can make a referral as long as they are not involved in the hiring process for the referred candidate.
- Human Resources staff are not eligible.
- If one candidate is referred by 2 or more employees, the employee whose referral is first received will be eligible for the award.

When is the referral award paid?

The referral award will be made as a taxable, additional payment and will be included on the referring employees’ regular paycheck once certain criteria has been met.

A \$50.00 award will be paid when the referral completes new hire orientation at WSU Tech.

Another \$50.00 award will be paid when the referral completes 6 months of employment.

The referring employee must be an active employee of WSU Tech when the payment is made.