EMPLOYEE REFERRAL FORM

Princeton University is looking for the best staff members available and will pay you to help find them!

Refer a qualified individual for a position in the Employee Referral Program and you could be eligible to receive a monetary reward. To be eligible, your referral must be hired for an eligible position and stay in that job for at least six months; you must also continue to be employed at the University during that time. Referees will receive a reward up to $1,000.

WHO CAN BE REFERRED?
Qualified applicants include individuals who (1) are not currently employed by Princeton University, including temporary and casual hourly employees, or student workers; (2) have not been referred by someone else previously; and (3) have not received an interview for a position at Princeton University.

Candidates must demonstrate that they have the qualifications required for the position and have a good employment record. The Office of Human Resources will make the final judgment regarding job eligibility after their application and résumé have been received.

WHAT TYPES OF JOBS ARE ELIGIBLE FOR THIS OFFER AND WHAT IS THE REWARD?
The following positions may be eligible for employee referral rewards:
- all biweekly B positions in academic, data management, or departmental office support – $250
- all biweekly janitorial and dining services positions – $250
- all administrative positions (ADM) in grades 1 and 2 – $250
- all informational technology professional positions (AIT) in grades 1 and 2 – $500
- all informational technology professional positions (AIT) in grades 3 through 5 – $1,000

You can review open employment opportunities online at [http://jobs.princeton.edu](http://jobs.princeton.edu).

HOW DO I REFER SOMEONE?
Fill in the information below, attach the referred applicant’s résumé, and send both to Elisabeth Tarnok in the Office of Human Resources at 2 New South. Complete a separate form for each applicant you are referring and attach each candidate’s résumé in order to be considered. Remind referred candidates to list you as a referee on their application. You should refer a candidate only once. Referral forms will not be accepted after an individual has been offered an interview.

QUESTIONS ABOUT THE PROGRAM? Contact the Staffing Team at 258-3301.

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Submit this form and the candidate’s résumé to: Elisabeth Tarnok, Office of Human Resources, 2 New South

Candidate’s Name _____________________________________________ Job Requisition #____________________

Your Name ______________________________________________________

Your Department ________________________________________________

Your E-mail Address ____________________________ Your Telephone Number ________________________________

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