



EMPLOYEE REFERRAL FORM

Refer a qualified individual to apply for office support, administrative/professional grades 1 and 2, or janitor position. You could earn \$250!

Princeton University is looking for the best janitorial, dining services, office and administrative support staff members available and will pay you to help find them. You will **receive \$250 pretaxed** if your referral is hired for a job eligible for this offer and stays in the job for at least six months; you must be a staff member at that time as well.

WHO CAN BE REFERRED?

Qualified applicants for office support or professional or janitorial positions are eligible provided they (1) are not currently employed by Princeton University, including as a temporary, casual hourly, or student worker; (2) have not been referred by someone else previously; and (3) have not applied for a position here at Princeton University.

Candidates must demonstrate that they have the qualifications required, have a good employment record, and, in the case of office and administrative support staff, are proficient users of Microsoft Office. The Office of Human Resources will make the final judgment regarding job eligibility after the application or resume has been received.

WHAT TYPES OF JOBS ARE ELIGIBLE FOR THIS OFFER?

All biweekly B positions in the academic, data management, or departmental office support; grades 1 and 2 administrative positions; dining services and janitorial positions. You can review our "Jobs at Princeton" employment opportunities listing online at <http://jobs.princeton.edu>.

HOW DO I REFER SOMEONE?

Complete the form below and attach the resume of the person whom you are referring. Then return both the form and the resume to the Human Resources at 2 New South. **Complete a separate form** for each person you are referring, and remember that each Employee Referral Form must have the candidate's resume attached in order to be considered. You should refer a candidate only once. If your referral is hired into an eligible position, you will be eligible to receive the reward provided you meet the criteria described above. Referral forms will **not** be accepted after an individual has been hired.

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

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Submit this form and the candidate's resume to: Office of Human Resources, 2 New South

Candidate's Name _____ Job Requisition # _____

Your Name _____ Your Telephone Number _____

Your Department _____ Your E-mail Address _____