INFORMATION SERVICES & TECHNOLOGY
EMPLOYEE REFERRAL PROGRAM

Refer an eligible applicant for an Information Services & Technology position, and you could earn a bonus of $1,000!!

Why is IS&T doing this?
Many of our best hires have been referred by IS&T colleagues. The Employee Referral Program is a way for us to sustain a strong and vibrant environment where we can work with people we know and respect.

What do I do?
Review job postings for IS&T, and contact your friends and associates who have the required skills. Complete the Employee Referral form, attach the applicant’s resume, and send to ist-hr@mit.edu.

When do I get my bonus?
You will receive $1,000 as soon as the new hire completes three months of employment in the IS&T position that he/she was referred.

Who is eligible to participate?
The Employee Referral Program is open to all regular, benefits-eligible IS&T employees. Members of IS&T Senior Staff, IS&T Human Resources, and/or anyone who is part of the hiring/selection team for the position that a referral is being made, is not eligible to receive the referral bonus.

How well do I need to know the person I am referring?
We certainly welcome referrals that you know well; however, it is understood that sometimes quality applicants may be referred to you via professional and/or personal networks. Regardless, we would expect that you can offer a brief explanation as to why the person you are referring is a good fit for the position.

Program Guidelines
- The Employee Referral Program will be effective from July 1, 2012 through June 30, 2013.
- The candidate being referred must meet eligibility requirements of the position for which s/he is
being referred.

- The hiring manager is responsible for reviewing resumes and determining if your referral is to be interviewed for a position.

- All referred candidates should apply directly via the MIT Staffing Services web site at http://hrweb.mit.edu/staffing/, and be submitted to IS&T Human Resources using the Employee Referral form.

- The program does not apply to immediate family members of IS&T staff, contractors, and consultants who have provided services to IS&T, temporary employees, interns, or individuals already employed by MIT.

- Applications already on file or under active consideration are not eligible for referral.

- New hires must complete three months of satisfactory employment before the bonus can be paid.

- The award will be taxed as income, and the referring employee must be active on the MIT payroll at the time of the payment.