

## 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](mailto: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