



## EMPLOYEE REFERRAL POLICY

Centenary University has an Employee Referral Policy in place whereby we encourage all employees, full-time/part-time staff and faculty, to direct potential employment candidates to our Human Resources Department. Referrals apply to all part-time and full-time regular positions (9, 10, 11, 12 months) but not to other short-term or temporary assignments.

If an employee is aware of an individual who is interested in employment with Centenary University, the employee should submit an email or written note to the Vice President for Human Resources indicating the date, the name of the candidate, the position/department the candidate is interested in, your name, department and telephone extension. Likewise, if an employee knows of a particular opening at the University, mention it to a friend or acquaintance – he/she might be interested. Ask the candidate to view our position openings on [www.higheredjobs.com](http://www.higheredjobs.com) and search by institution, or he/she may want to fax his/her information to the Human Resources Department at 908-850-8716, or stop by the Human Resources Department and complete an Application for Employment.

Providing that the Human Resources Department has received the written notice from the employee, and that that candidate is subsequently hired by the University and that that candidate successfully completes the Introductory Evaluation Period, the referring employee will then receive fifty-dollars (\$50.00) as a "Thank You" for assisting with recruitment. All employees are encouraged not only to use the Employee Referral Policy but also to stay informed of available positions which are posted on the Job Posting board which is located outside the Student Billing Office on the lower level, Seay Building.