All Department Procedure:

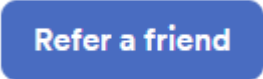# Referral Program

OVERVIEW

The purpose of the Referral Program is to provide incentive bonuses to current employees who bring in new talent by referring applicants who are selected and successfully employed.

Follow this procedure to refer an individual for an open position.

1. Referring an applicant

2. Referral process

STEP-1: REFERRING AN APPLICANT

All applicant referrals must be done through ADP Workforce Now.

1. Log into using this url: https://workforcenow.adp.com/ using your username and password.

2. Navigate to **Myself > Talent > Career Center.** The open positions are located on the Career Center Home tab.

3. Click on the **My Referrals** tab. You will see a list of people and the dates you referred them.

4. Click on **Refer a friend** to start a new referral.

5. Select the job title from the dropdown menu.

6. Upload the applicant's resume in a document or pdf format.

7. Enter the applicant's first & last name, email address, phone number, and answer the questions with a red asterisk.

8. Click **Save**.

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STEP-2: REFERRAL PROCESS

1. Once an employee refers an applicant, the referred person receives an email informing them that someone referred them for a job.

2. If they are interested, they **must click the link** in the email to apply.

3. They must use the same email the employee used during the referral process.

4. Once the application is received in ADP, the hiring process will be fair and consistent with procedures.

5. The referral bonus is structured as follows:

   - $100 IG Bucks referral bonus awarded on new employee's date of hire

   - $250 referral bonus awarded three months after the hire date

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END OF PROCEDURE