



CARTHAGE  
COLLEGE

Employee Referral Incentive Bonus

Earn \$400

Carthage College is looking for talent, and you can help! If you know someone who would be a great addition to the Carthage community, and they meet the qualifications for *an existing open position*, it may be worth \$400.

If the individual you refer lists your name on the employment application as a referral, or the candidate mentions your name in the interview process as the referring party, and your referral is hired, Carthage College will award a bonus of \$400 dollars (\$200 upon completion of the individual's first 90 days with the college and \$200 after six months with the College).

**Program Guidelines**

- All Carthage College employees, except HR employees and executive staff, are eligible to receive the employee referral bonus for the successful placement and retention of candidates.
- This program is only valid for candidates seeking full-time employment with the College.
- An eligible employee must be currently employed with Carthage College to receive the referral bonus.
- The referral date cannot be earlier than the date the job requisition is posted, and must be noted before the individuals start date.
- The referral must be in association with the candidate's first contact with Carthage College. Rehires are not eligible for the referral program.
- Temporary, summer, contract, and former employees of Carthage College are not eligible for referral awards.
- If more than one employee refers a candidate, the name of the employee listed on the application will be eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with Carthage College policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of the program will be handled through Human Resources.
- Human Resources will arrange for the bonus payout with the Payroll department.