


**Catholic Charities of the Diocese of Albany
System Wide Standard & Procedure**

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Standard

The Employee Referral Program is a structured, organized way for current employees to recommend favorable candidates to open positions within Catholic Charities of the Diocese of Albany. The purpose of this standard is to ensure that the process for making referrals and receiving a referral bonus is clearly outlined to ensure consistency.

System Wide Procedure

How the Referral Program Works

The *Launch Your Career* Employee Referral Program is an internal recruitment strategy through which an existing employee recommends a candidate, most likely a friend or a relative, for an open position within the organization. When an applicant is referred by an existing employee, the existing employee will have the potential to earn up to \$500 by the end of the referred employee's first year.

The referral bonus will be awarded in multiple steps:

- Referral received – send a thank you note.
- Referred applicant scheduled for interview and attends the interview – send a note to let the referring employee know and say thank you.
- Referred applicant offered and accepts position; completes New Employee Orientation - \$50 bonus.
- Referred employee successfully completes six months of employment - \$150 bonus.
- Referred employee successfully completes one year at Catholic Charities, either in the position for which the employee was hired or a position to which the employee transferred during the year - \$300 bonus.

Messaging

1. When an existing employee's name is included on an employment application, Human Resources will send a **personal thank you note** via email to the employee for making the referral.

Subject line: Thank You!

Dear [employee name],

This email is to thank you for referring a [name(s)] for [open position].

As you know, referrals are one of our best sources of new hires, and your effort is extremely valuable to us. We will let you know about the status of your referred candidate(s).

Thanks once again,

[Human Resources Name]

2. If the referred employee is selected for an interview, the referring employee will receive a **follow up email** with this message:

Subject line: Job Referral Appreciation!

Thank you for referring [applicant first & last name] for the [job title] position at [Agency]!

We are pleased to share that [applicant first name] has been selected for an interview which means that you are on your way to receiving referral bonuses with a total value of \$500 from Catholic Charities!

If [applicant first name] is offered and accepts the position, here's what you can expect:

- Upon successful completion of New Employee Orientation, you will be awarded a \$50 bonus.
- Upon successful completion of six months of employment of employment, you will receive a bonus of \$150.
- And, upon successful completion of one year at Catholic Charities, you will be awarded an additional \$300.

Thank you for helping us grow our team!

[Human Resources Name]

3. Upon Acceptance of the job offer and completion of new employee orientation by the referred candidate, the referring candidate will receive a **\$50 bonus**:

Subject Line: Thank You for Connecting Us to [referred employee]!

Thank you for referring [applicant first & last name] for the [job title] position at [Agency]!

We are pleased to share that because [applicant first name] has been offered and accepted the [job title] position and has successfully completed New Employee Orientation, a \$50 bonus will be included in your [date] pay.

At the successful completion of [applicant first name]'s six months of employment, you will receive a bonus of \$150. And, once [applicant first name] successfully completes one year in the role of [position title], you will be awarded an additional \$300.

Thank you!

[Human Resources Name]

4. At the successful completion of six months of employment in the position for which the referred employee was hired or a position to which the employee transferred during the year, the referring employee will receive a **\$150 bonus**:

Subject line: Thank You for Referring!

[Referred employee] has successfully completed six months of employment in the role of [position] with Catholic Charities [Agency] which means that you will receive your second bonus for referring [referred employee first name] to Catholic Charities! The Employee Referral Bonus in the amount of \$150 will be included in your [date] pay.

Please take a moment to check in with [referred employee] to extend your congratulations for successfully completing six months of employment, and remember, employee referrals are valuable to our organization, so keep spreading the word and invite people that you know share your passion for our mission to join our team!

Thank you,

[Human Resources Name]

P.S. - If [referred employee] successfully completes one year in the role of [job title], you will receive a final Employee Referral Bonus in the amount of \$300.

5. At the successful completion of the first year in the position for which the referred employee was hired or a position to which the employee transferred during the year, the referring employee will receive a **\$300 bonus**:

Subject Line: I Appreciate YOU!

[Referred employee] is celebrating one year in the role of [position] with Catholic Charities [Agency]! [Referred employee]'s successful completion of one year means that you will receive a final Employee Referral Bonus in the amount of \$300 in your [date] pay.

Thank you for recommending Catholic Charities as an employer of choice to [referred employee]. Because of employees like you and [referred employee], we are able to touch the lives of so many who are in need in the communities that we serve. We are honored that you are part of the Catholic Charities team!

Please take a moment to check in with [referred employee] to extend your congratulations! The good work we do can only be done when we have dedicated employees like you and [referred employee] sharing in the delivery of our mission. Keep spreading the word and invite people that you know to share your passion for our mission to join our team!

Thank you,

[CEO]

Eligibility

All Employees of Catholic Charities, system-wide, may participate in the Employee Referral Program.

The name of the employee who made the referral must be listed on the employment application.

The referring employee must be an employee of record (existing employee) on the date that the employment application is received by the referred employee.

At the time a payment is due, the referring employee as well as the referred employee must be in good disciplinary standing.

At the time any of the bonuses are paid, the referred employee must either be in the position for which the employee was hired or a position to which the employee transferred during the year.

If either the referring or the referred employee is working through a notice period or is within two weeks of their last day of work, they are not eligible to receive the bonus.

Hiring Managers are not eligible to receive a bonus for referring and hiring a direct report.

Catholic Charities reserves the right to discontinue this program at any time. If the program is discontinued, any employees who are in the midst of receiving a bonus will continue to receive payouts as outlined in this standard; however, new referrals will not be accepted.

Messaging to the Referred Employee

1. At the time of Hire:

Subject Line: Recommend Us to Someone!

Congratulations on the appointment to your new role as [job title] at Catholic Charities [Agency]. We're excited to have you on your team and look forward the talents and skills that you will bring to our team!

We're always looking for employees who are dedicated to our mission to serve those in need in our communities. If you know anyone interested in launching a career with Catholic Charities, recommend us! If they indicate that you referred them, you will be entitled to receive a referral bonus! (Details attached.)

Best wishes in your new position and welcome to our team!

[Human Resources Name]

2. One Year Anniversary:

Subject Line: Happy Work Anniversary!

Today marks your one year work anniversary. We are so happy to have you as part of our team! Thank you for your dedication and service to Catholic Charities in the past year – we appreciate you!

We are always looking for employees like you! Employees who are passionate about serving others. If you know someone interested in a Career with Catholic Charities, please recommend us!

We hope today marks the first of many happy milestones. Once again, congratulations on reaching one year!

[Human Resources Name]

Procedure for Tracking

The Human Resources Agency Partner (HRAP) will monitor and track applicants who have been referred by an existing employee.

If an applicant has been referred, the HRAP will begin to track the completion of the requirements to pay out a referral bonus.

Upon each completed requirement, the HRAP will send the thank you email on behalf of Human Resources or CEO.

Any time a bonus is owed to the referring employee, the HRAP will inform the Payroll office of the bonus via an HR Action Form and notify the referring employee of the pay date that the bonus will be paid.

Documentation will be retained in the referring employee's employee file.