



Referral Form for Diverse* Faculty/Administrative Candidate

Referral Guidelines

To refer a potential employee, please complete this form and email it, along with a copy of the prospective candidate's resume, to HR@goshen.edu, and confirm that s(he) has submitted an application to the Goshen College Human Resources Office. **Key guidelines:**

- You are eligible for a referral award after you refer an external candidate who eventually is hired.
- Only one referral award will be given per candidate. If a candidate, who eventually is hired, was referred by more than one employee, the first referral will be eligible for the referral award.
- Employees who are influential or involved in the hiring decision for a position are not eligible for a referral award for that position. Employees from HR, CIIE or the President's Council also are ineligible.
- If the candidate you refer is hired, you will receive a referral award of \$1,000 (gross) for a posted teaching faculty or President's Council position or \$500 (gross) for a posted exempt position, after the new employee has worked at Goshen College for 90 days with a satisfactory three-month written review.

Employee Information

Employee Name: _____ Date: _____
Employee ID: _____ Department: _____
E-Mail Address: _____ Phone No: _____

Referral Information

Candidate Name: _____
E-Mail Address: _____
Phone No: _____
Position Sought: _____
Referring employee **MUST** ensure the candidate applies for the position online for award eligibility at www.goshen.edu/employment/

How/why the candidate is qualified for this position? (attach resume)

For Human Resources Use Only

Date Received: _____ Interviewed? _____
Hired? _____ Award Date: _____

* Diversity is defined by the EEOC description for race/ethnicity

Guideline: Goshen College Employee Referral Program

Goshen College is committed to building a diverse faculty and administrative staff. So we invite GC employees to refer qualified diverse candidates for advertised position to the Human Resources Office. The GC Employee Referral Program will be in effect until July 1, 2016. The HR Office maintains the right to modify program guidelines at any time or to suspend or cancel the program at its discretion.

Referral Program guidelines.

1. The positions eligible for the Referral Program are teaching faculty, President's Council and other exempt administrative positions that are salaried (excludes non-exempt, hourly positions).
2. The hiring of a referred employee must occur within six months of the initial referral date.
3. Members of the President's Council, HR, CIIE and the hiring committee (and other members considered influential in the hiring process) are ineligible for the Employee Referral Program.
4. The referral must represent the candidate's first contact with Goshen College. Temporary, contracted and current/former employees are not eligible as candidates for the Employee Referral Program.
5. To be eligible for an award, the referrals must first be submitted to Human Resources and must include:
 - The Employee Referral Form located under HR Forms: (www.goshen.edu/hr/),
 - The candidate's resume,
 - And confirm the candidate has submitted an online GC employment application located at: www.goshen.edu/employment/

Note: To refer a candidate for a vacant advertised professional position in which an employee referral bonus payment is applicable, please complete the form and include the candidate's resume, and then email both to HR@goshen.edu. Please note that this form will only be accepted by electronic email to ensure that the date and time of submission are recorded accurately (and to determine who referred the candidate first).

6. Employees will be eligible for the referral bonus (less taxes) after:
 - The referred candidate is hired and completes 90 calendar days of service.
 - The hired candidate receives a satisfactory 90-day review by his/her supervisor.
 - The supervisor submits the 90-day review to HR
7. All candidates will be evaluated for employment consistent with Goshen College's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.

Diverse candidates as those who meet the following racial/ethnic identifications:

African-American, Non-Hispanic – A U.S. citizen having origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native – A U.S. citizen having origins in any of the original people of North America and who maintains identification through tribal affiliation or community recognition.

Asian or Pacific Islander – A U.S. citizen having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Hispanic – A U.S. citizen of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

SOURCE: U.S. Equal Employment Opportunity Commission