

We need GREAT people!
to refer GREAT people!

Could you use some extra cash?



The **YMCA of Orange County** encourages all staff to participate in the **job referral program** by telling friends and family members about the job opportunities available at the YMCA of Orange County.

Incentive Category	Incentive Qualification	
	After 3 months	After 6 months
Position Level of Director and Above (Includes Inclusion Facilitators)	\$300	\$300
All Other Positions	\$200	\$200

Check out the new job postings online at www.ymcaoc.org or ask your supervisor for a listing.

Human Resources staff and others with direct responsibility (hiring managers/directors) for recruitment are not eligible for participation in the incentive program.

EMPLOYEE REFERRAL INCENTIVE FORM

TO BE COMPLETED BY EMPLOYEE	
Employee Name:	Branch:
Employee Signature:	Today's Date:
Candidate You Referred:	
Position(s) for Which Candidate Applied:	
Branch:	
Location:	

APPROVALS	
Signature	Date
Branch Executive/Dept. Head:	
Human Resources Generalist:	

TO BE COMPLETED BY HUMAN RESOURCES		
Hire Date of Candidate:	Position:	
Incentive Job Category:	Director and Above <input type="checkbox"/>	Other <input type="checkbox"/>

Guidelines for Program

1. Human Resources staff and others with direct hiring influence and responsibilities are not eligible for participation in the incentive program.
2. Both the employee making the referral and the employee hired as a result of the referral must be employed at during the time the incremental payment are made.
3. The employee referring a candidate is to:
 - a. Instruct the candidate to indicate the employee's name on page 1 of the Application for Employment in response to the question, "How were you referred to the YMCA of Orange County?"
 - b. Submit the Employee Referral Incentive Form to the Branch Executive Director / Department Head for approval within 2 weeks of the date of completion of the Form.
 - c. Complete and submit an Employee Referral Incentive Form within 30 days of the hire date to the Metro HR.
4. There is no limit to the number of referrals a particular employee may make, or the number of incentives paid to an employee.