



## Staff Referral Reward\$

Effective: 10/1/20

### What is the Staff Referral Reward\$

Current employees can earn a monetary reward for referring successful new hires!\*

If your referral is hired for a **full-time** permanent job and successfully completes his/her first 90-days of employment, you will receive a referral bonus payment.

The referral rewards are:

- |   |               |
|---|---------------|
| ○ <b>Positions in Pennsylvania and Delaware</b> | <b>\$400</b>  |
| ○ <b>Positions in Connecticut</b>               | <b>\$150</b>  |
| ○ <b>Pennsylvania Teachers</b>                  | <b>\$700</b>  |
| ○ <b>Pennsylvania Nurses</b>                    | <b>\$1000</b> |

### How do I make a referral?

Tell your friends, relatives and neighbors about **full-time** permanent job openings at KenCrest and encourage them to apply. Your referral **must** name you (the employee) as their “Referral Source” on his/her online application. All current employees are eligible for the Referral Reward\$ (except VPs and Cabinet members).\*

### When do I receive my Referral Reward\$ bonus?

Your rewards bonus payment will be issued to you soon after your referral successfully completes their 90-day probationary period. HR Department collects information from the online job application and tracks 90 days from hire to process payments.\*\*

### What are my next steps?

1. Look at the KenCrest careers page for open **full-time** positions [kencrest.jobs.net](http://kencrest.jobs.net)
2. Refer your amazing candidate!
3. Be sure that your candidate indicates **your name** as “Referral Source” on their online application.

### Have other questions?

We'd love to hear from you! Send an email to [Jobs@KenCrest.org](mailto:Jobs@KenCrest.org)

## Thank you!

\* Managerial employees can submit referrals for open positions that are *not* in their own area of responsibility. *VPs and Cabinet members are not eligible for the rewards.*

\*\* Referral payments will be issued at the discretion of KenCrest within these general guidelines.