



NCIRE

Northern California Institute for Research and Education, Inc.

Employee Referral Program

Many productive hires have been a result of a successful employee referral. Our employees know our company and culture from the inside and understand that matching the skills and experience required for a position makes for an ideal working environment. We appreciate your trusted recommendations of friends and associates. Therefore, we would like to encourage our employees to refer members from their network to any of our open positions.

Purpose:

The purpose of NCIRE's Referral Program is to partner with our most valuable resource—our employees. This program allows us to share in the success of identifying the right talent for the right job at NCIRE.

Eligibility:

All full or part-time regular-status employees are eligible to participate in the program, except for the management hierarchy overseeing the open position.

How the Program Works:

If you know someone who meets the qualifications for an open position and are confident they would be a good addition to NCIRE, please refer them! The referring employee must be employed by NCIRE or have accepted an offer of employment prior to initiating an employee referral and must inform Human Resources via email of their candidate referral before an offer of employment is extended to the referred candidate.

If your referral is subsequently hired and successfully passes their first 90 days of employment, you will be awarded \$250.00 to thank you for your partnership. If you refer a candidate for a hard to fill position (as determined by HR), or a Veteran, we will double your award to \$500.00 (proof of Veteran status required).

This payment will be issued to you via a separate check or direct deposit and will not be included with your normal payroll deposit. Please contact Human Resources with any questions about this program. Thank you for making NCIRE a great place to work!