



**\$1,000  
Referral Bonus**

## Employee Referral Program

Muhlenberg College is pleased to announce an Employee Referral Program to help fill open positions in our Housekeeping department.

*Read on for details...*

### Which open positions are eligible for a referral bonus?

Full-time housekeeper vacancies.

### How long will referral bonuses be available?

This incentive program will continue while full-time housekeeper positions remain open or until otherwise announced that the program is concluding, whichever occurs first.

### Who is eligible to receive a referral bonus?

Any current Muhlenberg College employee (faculty & staff) who refers a new, qualified candidate for a full-time housekeeper position and who is not involved in any way in the selection of the referred individual. Plant Operations management making hiring decisions, Senior Staff, and Human Resources staff are ineligible for referral bonuses.

### Who can I refer?

Any qualified candidate who has not worked for the College or previously applied for employment with the College.

### I want to refer someone. What's the process?

1. The candidate you are referring **MUST** apply for a full-time housekeeper position by submitting a complete application package through our [Workday Career Portal](#) or visit: [muhlenberg.wd1.myworkdayjobs.com/MuhlenbergCareers](http://muhlenberg.wd1.myworkdayjobs.com/MuhlenbergCareers);

**AND**

2. When applying through Workday, the candidate **MUST**:
  - a. Choose "Employee Referral" in the "My Information" section; **AND**
  - b. List your name in the "What's their name or email address?" box (see screenshot on right)

### IMPORTANT:

**If Steps 1, 2(a) and 2(b) are not completed as outlined above as part of an application submitted through our Workday Career Portal, the referring employee will not be eligible for a referral bonus.**

### How do I receive the \$1,000 referral bonus?

The referral bonus will be paid in two installments of \$500.00 each, upon satisfaction of all of the following requirements:

1. The College must decide to extend an offer of employment to the candidate you referred.
2. The candidate must accept the offer of employment.
3. The candidate must begin employment.
4. The candidate must successfully complete a 90-day introductory period.
5. **Payment #1:** Upon successful completion of Steps 1- 4, Human Resources will notify Payroll to issue a payment of the first half of the referral bonus (\$500.00) to the referring employee. To receive this payment, the referring employee must still be employed by the College, actively at work, and in good standing. This payment will be distributed within 30 days following successful completion of the 90-day introductory period, is considered taxable income, and is subject to applicable payroll tax withholdings.
6. **Payment #2:** The second half of the referral bonus (\$500.00) will be paid to the referring employee within 30 days after the referred employee completes six months of employment with the College. This payment is considered taxable income and subject to applicable payroll tax withholdings. To receive this payment, the referring employee must still be employed by the College, actively at work, in good standing.

**My Information**

\* Indicates a required field

How Did You Hear About Us? \*

Employee Referral

What's their name or email address? \*

Employee's Name Here

Have you previously worked at Muhlenberg College? \*

Yes

No