

Employee Referral Program Details

Employees are eligible for a **\$1,500 referral bonus** if a candidate they refer is hired for a position that is **30+ hours per week**.

- \$500 will be paid to the referring employee upon new hire's completion of **New Employee Orientation**
- \$500 will be paid to the referring employee upon new hire's **successful completion of 6 month probationary period**
- \$500 will be paid to the referring employee **if the applicant remains employed for 1 year**.

Employees are eligible for a **\$750 referral bonus** if a candidate they refer is hired for a position that is **less than 30 hours per week**.

- \$250 will be paid to the referring employee upon new hire's completion of **New Employee Orientation**
- \$250 will be paid to the referring employee upon new hire's **successful completion of 6 month probationary period**
- \$250 will be paid to the referring employee **if the applicant remains employed for 1 year**.

About the Employee Referral Program

1. Employees must complete the employee referral form and return to Human Resources **prior to** the applicants offer of employment.
2. Candidates must provide the full name of the employee who referred him/her to Incompass Human Services on their electronic application.
3. Payments will be made in three increments and the referral bonus is issued as a gross amount - applicable taxes will be deducted in accordance with federal and state income tax laws.

Referred candidates must submit their application online at www.incompasshs.org on our careers page.

Contact HR Manager Katerina Dinis
with any questions at 978-349-3022.

