



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYEE REFERRAL BONUS PROGRAM

The YMCA of Metropolitan Lansing is always looking for great people, and you can help. Research has shown, and our own experience supports, that hires who come into our organization through employee referrals are excellent contributors, stay with us longer and are more cost effective to recruit. If you know of someone who you think would be a great addition to our organization and they meet the qualifications for a designated open position appointed by HR, it will be worth \$75.00 (*paid by hiring branch*) if you refer them for employment and they are hired.

Refer candidates who meet the qualifications to our HR department using the attached Candidate Referral Form, also located on the employment website www.ymcaoflansing.org/employment. If your candidate is hired you will be awarded \$75.00 (less taxes) after 90 days of their hire date!

The referral bonus program has very few rules with the exception of the following:

1. The hiring of a referred employee must occur within six months of the initial referral date.
2. Exempt Staff are excluded from receiving referral bonuses.
3. The referral must represent the candidate's first contact with our organization. Temporary contract and former employees are not eligible candidates for referral.
4. To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form and a resume or employment application, both of which are posted on the employment website www.ymcaoflansing.org/employment
5. Once a referral is hired and completes 90 calendar days of service, the employee responsible for the referral will receive the referral bonus.
6. The employee responsible for the referral must be currently employed with the YMCA in order to receive the referral bonus.
7. The first employee to refer a candidate will be the only referring employee eligible for payment.
8. All candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.
9. Applicant must apply after the Candidate Referral Form is submitted.

**Current Position(s): ASSISTANT CHILD CARE TEACHER
LIFEGUARDS
MAINTENANCE/HOUSEKEEPING**