



IST Staff Referral Program IST_HR-01 Administrative Guidelines

This program applies to: Full-time faculty and staff in the College of Information Sciences and Technology

Program Details

1. Full-time IST faculty and staff who refer external candidates (i.e. those who are not current Penn State employees or who have been separated for a minimum of one year) who are then hired into a full-time staff position will be eligible to receive a bonus for up to \$1,000.
2. The name of the individual referring the applicant must be present on the original application submitted in Workday. Only one individual referring a candidate is eligible for the bonus. If more than one employee made the referral, the first one entered into Workday.
3. Upon confirmation of eligibility, a referring faculty/staff member will receive \$250 processed in the month the new employee starts. A second payment of \$250 will be processed after the new employee successfully completes six full months of employment in the position for which they were initially hired. And, a final payment of \$500 will be awarded when the staff employee successfully completes one year of employment with IST.*
4. Both the current faculty/staff member and the referred employee must be actively employed in a full-time position in IST at the time of payout for the referring faculty/staff member to receive payment (see #3).

*All appropriate income taxes will apply to bonus payments and will be paid in the referring employee's regular University paycheck which follows the date on which the applicable milestone is met and in accordance with university payroll deadlines.

Employees responsible for or with influence over the hiring of the referred employee are not eligible for the bonus. This includes, recruiters, leaders with general oversight for hiring in their areas, interviewing committee members, team interviewers or others providing feedback throughout the interview process. Examples include instances where the referring employee:

- is involved in the interview for the referred employee
- is involved in resume or application review for the position
- is asked for feedback related to the hiring decision
- is part of facilitating the interview process (e.g., MRS for the vacancy in Workday, coordination of dates and times, etc.)
- whose role puts them in a position to refer employees to the application process (e.g., HR Leaders who are contacts for job seekers)

- is an Administrator in IST who is responsible for the general leadership of the area where the position is open

External candidate is defined as an individual who is not an active full-time or part-time employee in the university's Workday System.

Rehire referrals must have been separated for a minimum of one year.

Procedure

1. The candidate must enter the referring employee's name in Workday at the time of making their original application (instructions below). The referring employee must acknowledge the referral in Workday, when that step arrives in their Workday inbox.
2. Upon acceptance of an offer by a qualified referred candidate, IST HR will verify the eligibility for the referral bonus
3. Once verified, IST HR will submit a one-time payment for \$250 to be paid in the next open payroll after the candidate has started employment
4. IST HR will process a second one-time payment for \$250 after confirmation that the new employee has successfully completed six months in the position into which they were hired AND the referring employee remains an active employee in IST.
5. A third and final payment of \$500 will be processed once the new employee has completed a year in IST and the referring employee remains an active employee in IST.

Questions on this process can be directed to any member of the IST HR Team(humanresources@ist.psu.edu).

Option 1: You can refer a candidate to a specific job posting by following these steps:

Workday Steps (referring a candidate to Penn State, and to a specific job requisition)

1. Log into Workday
2. From the Workday Home Page, click on the **Career** application
3. In the **View** field, click **Career Opportunities**
4. Click on the job requisition for which you would like to refer a candidate; you can also search for the job requisition that you would like to refer someone for by typing the job requisition into the search field (for example, REQ_0000002834)Once the correct job requisition has opened, click **Refer**
5. On the **Refer a Candidate From Internal Career** page, enter details into the following fields:
 - a. First name
 - b. Last name
 - c. Email
 - d. Relationship (choose the appropriate option)
6. Click **Submit**

Option 2: Candidates can also enter your information when applying by following these steps:

Candidate Steps (applying to the advertisement)

1. Select link to job requisition in email
2. In the **How Did you Hear About Us?** field, click the list icon. Select **I was referred by a Penn State Employee**

- a. Enter the employee's email address (*Important to use email to ensure employee is captured).
3. Enter your name in the **First Name, Middle Name (or initial)** and **Last Name** fields.
4. Enter your mailing address in the **Address Line 1**.
5. In the **City, State,** and **Postal Code** fields, enter your address.
6. Your **Email Address** will auto-populate.
7. The United States of America (+1) will also auto-populate in the **Country Phone Code** field. To change this code, click the list icon and begin to type your country. Click the Circle next to the appropriate country.
8. In the **Phone Number** field, enter your **Phone Number**.

My Information

* Indicates a required field

How Did You Hear About Us?*

x I was referred by a Penn State Employee

What's their name or email address?*

Have you previously been affiliated with Penn State? If Yes, please answer the questions below. If No, please continue to the next page. *

Yes

No

Workday Steps to View Your Referrals (must be completed in order to be eligible for the bonus)

1. Log into Workday
2. From the Workday Home Page, click on the **Career** application
3. In the **View** field, click on **My Referrals**
4. You will see your referrals listed here along with associated details for each. Note, referrals will only show up on this report once your referral has applied to the position. To verify if your referral was submitted, please review your notifications in Workday.