

## **EMPLOYEE APPLICANT REFERRAL (EARP) FORM**

### **University of Chicago Employees:**

**Refer a qualified individual to the University of Chicago, and you may be eligible for a bonus.**

The University of Chicago is looking for the most competent and competitive job seekers in the marketplace, and we are willing to pay University of Chicago employee's to help us find them.

#### **Here's how:**

If you are a current University of Chicago employee and know a job seeker qualified for a bonus-eligible position available at the University, refer the individual to UChicago Jobs online employment site, <http://jobs.uchicago.edu> to apply for the open position.

If your referral is hired and stays on the job for three months, you'll receive half of the designated amount for the particular opening. If, after six months, your referral is still at the University and has successfully completed their probationary period, you'll receive the remainder of the designated amount. Of course, *you* still need to be a University of Chicago employee to collect.

#### **Who can be referred?**

Any qualified individual - except individuals who previously or currently work at the University or job seekers who have already become known to the University through other means.

#### **Who can refer?**

Benefits-eligible staff employees who have successfully completed their probationary periods can take advantage of this opportunity, unless they are HR employees, HR Administrators or Specialists, or supervisors or managers of the affected position.

#### **How do I know which positions are bonus eligible?**

Check the job postings on the UChicago Jobs website, <http://jobs.uchicago.edu> to see if the job:

- is benefits-eligible (at least a one-year position and at least 20 hours/week).
- has a monetary amount listed in the "Employee Referral Bonus Amount" field on the job listing.

#### **How do I refer?**

As the job seeker completes each section of the profile, on page 4 under the section where it asks, "Please indicate how you learned of this opening", the job seeker will need to select employee referral and list the University of Chicago employee's name.

#### **How will the department know I made the referral if the job seeker is hired?**

The hiring department will have the new hire fill out the information listed below on this form. The form will be forwarded to Employment Services to verify that your name is listed on the profile as the employee referral and notify you by mail of the payment arrangements.



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**Departments submit this form to:**

HR - Staffing and Recruitment, 6054 S. Drexel Avenue, Chicago, IL 60637

**UNIVERSITY OF CHICAGO EMPLOYEE INFORMATION:**

Name: \_\_\_\_\_

Dept/Position: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

HR Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NEW HIRE INFORMATION:**

Name: \_\_\_\_\_

Requisition#: \_\_\_\_\_

Title: \_\_\_\_\_

Dept: \_\_\_\_\_

**For Office Use Only HIRED INFORMATION:**

Requisition \_\_\_\_\_ Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ Bonus Amount \_\_\_\_\_

1<sup>st</sup> Payment \_\_\_\_\_ 2<sup>nd</sup> Payment \_\_\_\_\_