

## TRAVIS COUNTY EMPLOYEE REFERRAL FORM

Travis County understands that its greatest resource is the skilled and talented workforce that helps provide services to the citizens of the county. We believe that our current team members reflect the qualities and drive that makes us a great place to work and are uniquely suited to help build our future workforce.

Knowing that great employees want to surround themselves with great employees, we encourage all current Travis County staff to refer the people they know who may be well suited to the Travis County Team.

If the referred candidate is hired into a bonus eligible position, as listed on Travis Central in the Employee Referrals page under *Programs*, the referring employee may be eligible to receive a \$750.00 bonus to be paid out in 2 installments. The first installment will be paid upon hire of the referred candidate. The second will be paid after 6 months of successful employment by the referred candidate. Both the referring and referred employees must be actively employed at the time of the bonus payment to receive the bonus.

If you are referring an employee to Travis County, please complete the information below.

### Referring Employee Information:

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

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

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

\* The applicant must list you as the referring employee on their application for you to be eligible for the bonus.

Submit form to TP&E Recruiting at : [careers@traviscountytexas.gov](mailto:careers@traviscountytexas.gov)

### For HRMD Use Only:

Applicant Information

Requisition Applied: \_\_\_\_\_ Department: \_\_\_\_\_

### For Department HR Liaison Use Only:

Position Is Bonus Eligible: Yes No

If Eligible:

Hire Date: \_\_\_\_\_ 1st Payment Sent to Payroll, Date: \_\_\_\_\_

2nd Payment Date: \_\_\_\_\_ 2nd Payment Sent to Payroll, Date: \_\_\_\_\_

\* Both the new hire and referring employee must be actively employed for the 2nd payment to be made.