

# Step by Step Guide for Employee Referral Program

## Employees:

- Refer a friend/family to join Travis County
- Make sure they list your name in the application - Supplemental Questions
- Check Referral Program Eligible Positions List
- For successful Hires under Eligible Positions: Within **30 days** of new hire's start date, Employee need to submit the **Employee Referral Request Bonus Form** to HRMD TP&E Recruiting (careers@traviscountytexas.gov)

## HRMD:

- TP&E Recruiting will maintain Employee Referral Eligible Position List on Travis Central
- TP&E Recruiting will verify referral details and forward **Employee Referral Request Bonus Form** to Hiring Department HR Liaisons
- TP&E Recruiting will log all referral program forms received

## Department HR Liaisons:

- Ensure there's budget set for Employee Referral Program
  - Funding is through the hiring department based on the bonus eligible position; please ensure you have budget reserved for all positions submitted (*GL 503100*)
- Select Hard to fill positions, and send them to TP&E Recruiting to participate Employee Referral Program
- For successful referrals of eligible positions, contact Employee to submit **Employee Referral Bonus Request Form** if they haven't done so
- Verify Referral Details on the Form received
- Submit first half payment request to Payroll for successful referrals of eligible positions
- Send confirmation email to employee including expected payment date
- After 6 months, confirm continued employment of the new hire and referring employee, and submit the 2<sup>nd</sup> half payment request to payroll
  - Hiring Department needs to email Payroll with the Referring Employee Name, ID Number, Amount of payment, Designation of "Referral Pay" and pay period the payment will be made in
  - If Hiring Department needs to confirm the employee ID number for an employee in a different department, TP&E Recruiting can assist with that