**$750 Staff Referral Bonus Submission Form**

Beginning in April 2022, the College is expanding the staff referral bonus program to include both hourly and salaried[[1]](#footnote-1) staff who refer an applicant who is hired for a full-time[[2]](#footnote-2) hourly paid position at the College. A $750 bonus will be paid in the paychecks of hourly and salaried employees who refer an applicant who is hired by the College **and** has completed 30 days of employment with the College.

Please complete this form with all required information and email it to Deborah Paquette, Associate Director of Recruitment or Sarah Carter, Director of Recruitment. You may also submit this form to their attention via interoffice mail, or drop it off at the Office of Human Resources located in Smith 101.

Referred candidates must formally apply through the [Holy Cross Applicant Tracking System](https://holycross.interviewexchange.com/static/clients/17HC1/index.jsp) (Human Resources > Employment Opportunities > Job Opportunities).[[3]](#footnote-3)

**Please complete:**

|  |  |
| --- | --- |
| **Your Name** | Click or tap here to enter text. |
| **Employee ID Number** | Click or tap here to enter text. |
| **Your Department** | Click or tap here to enter text. |
| **Today's Date** | Click or tap here to enter text. |
| **Work Phone Number**  (or cell phone number) | Click or tap here to enter text. |
| **Holy Cross Email Address** | Click or tap here to enter text. |

|  |  |
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| **Name of Referred Candidate** | Click or tap here to enter text. |
| **Position Title** | Click or tap here to enter text. |

**Contact:**

|  |  |  |
| --- | --- | --- |
| Deb Paquette, Associate Director of Recruitment | (508) 793-3756 | [dpaquett@holycross.edu](mailto:dpaquett@holycross.edu) |
| Sarah Carter, Director of Recruitment | (508) 793-3787 | [secarter@holycross.edu](mailto:secarter@holycross.edu) |

1. Eligibility is limited to full-time hourly employees and part-time hourly employees who are scheduled to work at least 20 hours per week for 40 weeks per year, as well as full-time and part-time salaried employees who are scheduled to work at least 20 hours per week, 10 months per year.  
    [↑](#footnote-ref-1)
2. “Full time” means that the employee is scheduled to work at least 27.5 hours per week for 40 weeks per year. [↑](#footnote-ref-2)
3. The Human Resources recruitment team will only contact candidates that have formally applied for a position. Referred candidates are not guaranteed an interview and/or job offer. Candidates who meet the qualifications for the position will be considered and will be evaluated consistent with the College’s policies and procedures. Submission of this form does not entitle the submitting employee to a bonus. Bonus eligibility will be determined pursuant to applicable terms and conditions set forth by the College. [↑](#footnote-ref-3)