



# New Liberty Community Referral Bonus Program!

The purpose of the Liberty Community Bonus Program is to provide an incentive award to a Liberty Community Member who brings new talent to the Agency by referring applicants who are subsequently selected and successfully employed by Liberty.

## Eligibility and Participation:

- Current Advocates and Guardians of individuals we serve.
- Immediate family members of individuals we serve. Immediate family is defined as: parents, sibling, children, step children, spouse, domestic partner, mother or father in-law, parent of domestic partners, grandparents, and grandchildren.
- Liberty Board Members and Liberty employees are not eligible to participate in this program (staff are eligible for the Employee Referral Program).

## Process:

- Community Member completes and give an “**Employee Referral Slip**” (available below) to any candidate who meets the qualifications for a vacant position.
- Referred candidates present the completed referral card to a Liberty employment representative (Human Resources staff/Hiring Agent) on the day of their interview.
- Any referrals of individuals previously or currently employed by Liberty, or individuals who have interviewed with our company in the past six months will not qualify for the referral award.
- The number of candidates an employee may refer is unlimited, but a candidate may only be referred by one Community Member.
- The Community Member may not be identified on a Federal or State Medicaid/Medicare Exclusion list.
- The referred candidate must remain on active payroll and be in good standing with Liberty in order to receive the referral award.
- Respecting the confidentiality of the application process, we are not able to provide feedback to the referring Community Member regarding candidates who are not selected for the position.

## Referral Bonus Amount

- \$100** referral bonus paid after referred employee completes 30 days of training
- \$200** referral bonus paid after referred employee completes the 90 day Probationary Period
- \$200** referral bonus paid after referred employee completes 1 full year of employment



## REFERRAL SLIP

Simply complete the information below and provide this slip to the job candidate you would like to refer to Liberty ARC. The candidate MUST then bring this slip to their interview.

*Please print clearly*

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

**Referred by** (Community Member Name- Please Print): \_\_\_\_\_

**Community Member contact information** (Phone) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**The Name of the Individual that we serve** at Liberty who you have a relationship with:

\_\_\_\_\_

**The Liberty Program Area of the Individual we Serve:** (Residential, Day Program, Family Support Services, Center for Employment Network etc.): \_\_\_\_\_

(Please see [www.libertyarc.org](http://www.libertyarc.org) for a listing of immediate job opportunities.)