

Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it to the Human Resources department prior to the candidates first interview.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award of \$250.00 upon the referred employee completing their first payroll period.
4. If the candidate you refer completes a second payroll period you will receive an additional \$250.00 referral award.
5. The following positions are exempt from the referral program: CEO, President, CFO, DOO, and Human Resources personnel.
6. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
7. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired and fulfills the referral program requirements.

Employee Information

Employee Name: _____ Date: _____

Employee Phone Number: _____

Referral Information

Candidate Name: _____ Email Address: _____

Phone Number: _____

How do you know this candidate? _____

What position(s) would you recommend for him/her? _____

What skills, experiences, qualities make this a candidate reflective of YSS' mission, vision and values? _____

Employee Signature

This section is to be completed by payroll

Date First Payroll Paid: _____
Date Second Payroll Paid: _____

MISSION *(what we hope to accomplish)*

To create better futures for children, families and our community

VISION *(the future we see for YSS and our community)*

Youth Services System, Inc. remains the recognized leader in helping our community provide the best care for children and families.

VALUES *(the basic principles that guide our work)*

- Every child has worth, value and potential.
- The care of our children is our first priority.
- Children need us to commit and take risks on their behalf.
- We strive to operate a quality-driven organization in management, services, and stewardship.
- We believe in organizational transparency and honesty.
- Creativity and innovation guide our effort.
- We are committed to our employees and value their contribution to our success.
- The commitment and wisdom of the governing Board is necessary to fulfill the mission and vision of the organization.
- Community support and partnerships are necessary to our success
- The diversity of our youth and families, employees, Board members, and supporters contributes to our success.
- We listen to the stories of the children, families, and the community we serve.
- We avoid the complacency that would limit our success.