



FAQ Employee Referral Program

Through the Employee Referral Program (ERP), a Xavier employee may be eligible to receive a \$1,000 bonus for referring an external candidate who is hired into a full-time position. The referral bonus will be paid to the referring Xavier employee after the referred hire successfully completes one year of employment at Xavier. The bonus will be subject to required deductions and tax withholdings. While not all-inclusive, the following FAQ is meant to serve as a source of information for the university's staff and faculty.

Q: How do I refer an applicant to apply for an open position?

A: Positions are posted on Xavier.careers.edu for external applicants. When an applicant applies, they must include the referring employee's name on their application in the 'How did you hear about us?' field and then selecting the 'Employee Referral' option

Q: Can I contact HR to submit a referral?

A: No, the applicant must list the referral on their online employment application.

Q: If I submit more than one referral, will I receive more than one payment?

A: Yes. A referring Xavier employee will receive a \$1,000 bonus (subject to required deductions and tax withholdings) for each staff hire they refer who successfully completes one year of employment.

Q: If a referred employee is hired, when does the referring employee receive their payment?

A: A one-time payment will be made to the referring employee after the first pay period following the referred employee's completion of one year of service. Before the payment is made, it will be confirmed that both employees are active and not on a performance improvement plan or progressive discipline. The payment will be disbursed through Payroll and is considered taxable income.

Q: Will I receive a notification if my referral is hired?

A: Yes. The HRBP will send the referring employee a confirmation email letting you know your referral has been hired.



Q: Are internal applicants eligible to be referred?

A: No, only external applicants can be referred for the ERP.

Q: Can I refer someone from my family?

A: Yes, you may refer a family member as long as they are not an immediate family member as outlined in the program guidelines and procedures.

Q: I would like to refer a friend of mine who worked at Xavier previously. Is my friend an eligible referral?

A: An ERP bonus may not be provided for referral of current Xavier employees, former Xavier employees with a break in service of 12 months or less, students, temporary/casual employees, and employees working at Xavier through an agency.

Q: I referred an employee that was hired before the program was announced, will I be eligible for a bonus?

A: The Employee Referral Program is effective January 1, 2023. Positions posted on or after January 1, 2023 are eligible for an award.

Applicant **MUST** include referring employee name in order to be eligible for an ERP bonus.

Q: Can bonuses be split between employees?

A: No, bonuses may not be split

Q: Who should I contact for more information on the Employee Referral Program?

A: You may view the Employee Referral Program Guidelines or email hr@xavier.edu for questions on the program.