



Marc Center Employee Referral Program

When the employee refers a candidate to Marc Center the employee is required to complete a referral card which includes the employee's name and the name of the candidate who is being referred. Referral cards may be obtained in the Human Resources Department. The card must be attached to the candidate's application or completed within 1 week from date of hire of the new candidate.

All recommendations should be routed to the Human Resources Department regardless of job postings. If two people refer the same candidate, Human Resources will review the referral to determine who qualifies for the referral award.

The referral candidate cannot have been recommended through anyone who has a recruiting/hiring role, or higher than Direct Support Provider position on any Marc Center organizational chart.

The total reward will occur six months after the hire date of the new employee. Both the new employee and the referring employee must be actively employed at the time the award is paid.

The reward will be paid according to the payroll period that the 6 month anniversary date falls under. The referring employee will receive as much as \$100.00 reward for the referred employee.

The Referral Program is for first time hires and not rehires.

