



HUMAN RESOURCES DEPARTMENT  
 ADMINISTRATIVE POLICY AND PROCEDURES

Subject:	Help and Incentive for Recruiting Employees (HIRE)
Purpose:	To assist the organization in recruiting the best-qualified candidates in hard to fill positions, expediting the selection process, lowering the cost per hire, and increasing employee retention.
Policy:	It is the policy of AEOA to encourage current employees to assist in the recruitment of qualified individuals. AEOA may provide an incentive for current employees wishing to actively participate in recruiting qualified applicants at various times in hard to fill positions.
Procedure:	<p>Department Director will identify hard to fill position and meet with Executive Director and HR to gain concurrence and implement HIRE procedure.</p> <p>Hard to fill positions is defined as positions that show demonstrable resistance over time to standard and special recruitment efforts; or can demonstrate limited availability of qualified candidates in the labor market; or demonstrate other unique factors that create difficulty in filling the position.</p> <p>AEOA will e-notify staff of start, timeframe and requirements of position-specific incentive offering.</p> <p>AEOA will review all hires of the target position during the incentive period to determine if any employee qualifies for the recruitment incentive. Referred candidates cannot have a current employment, work experience or contract relationship with the agency at the time of referral to a job.</p> <p>AEOA will award incentives to current employees (recruiters) for each qualified candidate they successfully recruit under the following conditions:</p>

	<ol style="list-style-type: none"> <li>1. The current employee (recruiter) is listed on the new employee’s job application as the referrer, via cyber recruiter, when the new employee submits the application. If the applicant is hired and has started work, the current employee (recruiter) will immediately receive a fuel card valid for \$25.</li> <li>2. If the new employee remains successfully employed for at least 3 months, the recruiter will receive another fuel card for \$25. (The recruiter must maintain employment as well to remain eligible for the incentive.)</li> <li>3. <u>All active employees</u>, with the exception of HR staff and staff involved in the hiring/approval process of the incentivized position, are eligible to participate in the incentive program.</li> </ol> <p>Hiring Director will alert HR in Cyber Recruiter hire recommendation notes that an “employee referrer” made the referral for the newly hired, incentivized position.</p> <p>HR will verify that the employee referrer/recruiter identified is an active employee. Dispersal of gift cards will be the responsibility of HR using agency approved procedures for management of cash/gift cards.</p> <p>HR will monitor the progress of this incentivized recruitment program and report on expenditures and outcomes.</p> <p>Any disputes arising from the application of this program will be resolved by the Department Director, Executive Director and HR Director.</p> <p>The agency selection process will remain fair and consistent with no bias shown for or against candidates whose selection might make another employee eligible for an incentive.</p>
Internal & External References:	
Date Effective:	January 7 <sup>th</sup> , 2013
Date Revised:	
Contact Person:	Paul Carlson, Cathy Pazzelli