

## Employee Referral Award Program

Northwestern Information Technology (IT) encourages its staff members to recommend a qualified friend or associate for any vacant, full-time permanent IT position. Hiring managers are eligible for this program award when referring candidates to open positions outside of their department. This program is intended to attract talented individuals by enlisting the assistance of our existing staff.

IT staff, recommending a friend or an associate as a candidate and hired in a full-time permanent capacity within the Northwestern IT organization, will receive a \$1,000 Employee Referral Award. The referring staff member must be an employee of Northwestern IT at the time the award installments are to be issued.

Distribution of the award is in two installments:

- \$100 after the new employee completes their first day of work
- \$900 after the new employee has completed six months of service at the expected performance level

Interested candidates should apply via myHR and indicate your name as the referral on the application. It is also recommended to contact the hiring manager directly and inform them that the interested person will be applying with your recommendation.