

EMPLOYEE REFERRAL PROGRAM

EARN UP TO \$1,000!

We're looking to continue to grow our team with talented people, just like you! We are thrilled to announce the extension of our Employee Referral Program.

HOW IT WORKS

\$200 OR 16 HOURS OF VACATION HOURS

Full-time eligible positions

\$1,000

Hard-to-fill positions

- ✓ If we hire your referral for a **full-time eligible position**, you will receive the first referral bonus. When your referral completes 90 days of employment, you will receive the additional bonus.
- ✓ If we hire your referral for a **hard-to-fill position**, you will receive the first referral bonus. When your referral completes probation after 12 months, you will receive the additional bonus.
- ✓ Only one employee referral per candidate will be eligible for the bonus, based on the first referral received by the Human Resources Department.
- ✓ Part-time recurrent positions are not eligible for a referral bonus. The following are ineligible for a referral bonus: Civil Service and Human Resources personnel, promotional recruitments, referrals of current city employees, temporary employees, or contractors, and recruitments not conducted by the Human Resources Department.
- ✓ Employees who have separated employment, forfeit eligibility for bonuses not yet paid at time of separation.

www.TorranceCA.Gov/EmployeeReferralProgram

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SPREAD THE WORD...WE'RE HIRING!

WE MAKE IT EASY IN THREE STEPS

- 1** Prior to the final filing date of the recruitment or receiving the referred candidate's application for open continuous recruitments, you must submit a completed referral form.
- 2** Once the applicant successfully completes all phases of the examination and background process, and has been appointed to the designated position, you'll be eligible to receive the first referral bonus.
- 3** **FOR FULL-TIME ELIGIBLE POSITIONS:**
Once the applicant has successfully completed 90 days of continuous employment, you'll receive the second referral bonus.

FOR HARD-TO-FILL POSITIONS:

Once the applicant has successfully completed probation after 12 months, you'll receive the second referral bonus.

RECOGNITION AND THANK YOU

Employees whose referrals are successfully hired will receive a special recognition announcement online at www.TorranceCA.Gov/EmployeeReferralProgram. You and your referred candidate will have the opportunity to tell us what you enjoy most about working at the City of Torrance and why you felt the applicant you referred would be a great fit for the position. A picture along side your referred applicant will also be included in the announcement.

QUESTIONS?

Contact the Recruitment Coordinator at (310) 618-2915 or JobInfo@TorranceCA.Gov

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