**Employee Referral Program**

Do you know someone who would be an excellent candidate for a current SJVCi job opening? [Watch this short video Opens in New Window](https://share.vidyard.com/watch/BaJBMzhxdhTUfBpVdYAFL9)  to learn how to submit your employee referral.

**Employee Referral Program Policy**

An incentive will be paid to any current employee for referral of a qualified applicant who is hired for an open position and completes 90 days of employment.

**Program Guidelines**

* Part- or full-time, regular employees are eligible for bonus.
* Referrals must be for part- or full-time regular roles.
* Referrals of graduates of SJVC, Carrington College, or Santa Barbara Business College are not eligible for incentive pay unless the referred applicant applies at least two or more years after graduation.
* Candidates may not be referred after they have applied for the role.
* Former employees who separated within the past twelve months do not qualify as a referral.
* Managers do not qualify incentive payment for hires within their departments.
* Directors and above are excluded from participation.
* Cross-institutional referrals are welcome.
* Participation is strictly voluntary.
* Sourcing for referrals must be limited to after-hours solicitation done only among friends, relatives, neighbors and acquaintances as part of the employee’s social affairs.

**Award Payout**

* Employees are awarded $750 bonus for referrals who are hired and complete 90 days of employment.
* Bonuses awarded the next pay date following the 90th day of employment.
* Employees must be actively employed to receive incentive payment.
* Bonuses are subject to applicable taxes.
* All employee referrals are subject to final approval by Human Resources.
* The terms of this incentive plan are subject to change without previous notice.

 **How do I submit a referral?**

It’s easy! Simply go into Jobvite to submit your referral. If you don’t have access to Jobvite, please reach out and we will send you an invite from Jobvite to register.

Employee referrals are a great way to build an engaging work environment and promote our positive culture. Please do not hesitate to email us at talent.acquisition@embered.com with any questions.