

# EMPLOYEE REFERRAL PROGRAM



Our Employee Referral Program enables us to hire candidates quicker, who stay with the organization longer. What better way to infuse great talent into our organization than to trust our valued colleagues? By making a referral you contribute to our mission of student success!

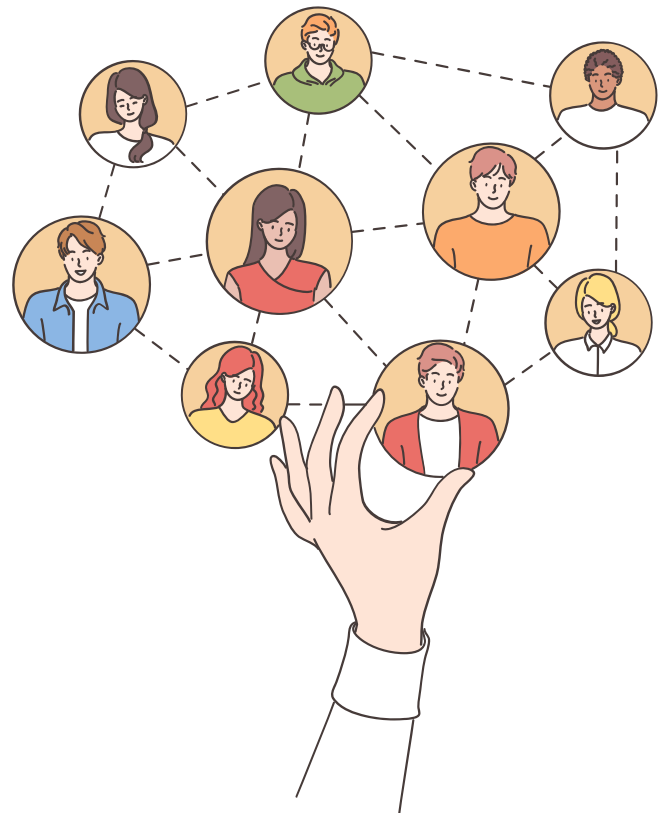
## Why Refer A Friend?

Inspiring others to join a great place to work benefits, not only our organization, but you, as well. **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 notice.



## Program Guidelines

- Referrals made outside of this process do not qualify for a bonus
- Part-or full-time, regular employees are eligible for bonus.
- Referrals must be for part-or full-time regular roles.
- Cross-institutional referrals are welcome.
- Internal referrals are not eligible for referral bonus.
- 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 for hires within their departments.
- Directors and above are excluded from participation.



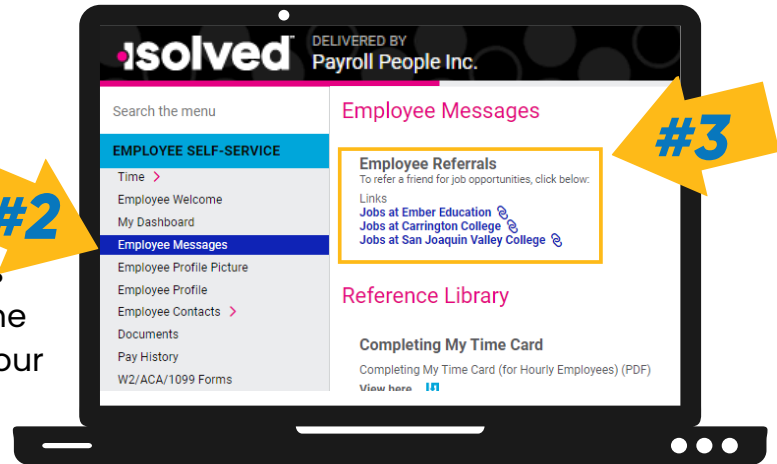
**CONTACT [ASKHR@EMBERED.COM](mailto:ASKHR@EMBERED.COM) FOR QUESTIONS ON THE EMPLOYEE REFERRAL PROGRAM**

## How to Make a Referral Referrals

1. Log into **iSolved**  
(<https://aws.myisolved.com/>)
2. Under **Employee Self-Service** click **Employee Messages**
3. Find **Jobs at ...** under **Employee Referrals**
4. Click **Sign up to share jobs!** Use one of the pass phrases below that matches with your employer
  - a. Carrington pass phrase: CC
  - b. Ember pass phrase: EE
  - c. SJVC pass phrase: SJVC
5. Accept the terms pop-up window.
6. On the **Shareable Job Listing** tab choose your preferred way to share: email, social media or even a QR code generator!

**Note:** for a candidate for a role outside of your company, have them include your name on their employment application.

\*Referrals outside of the prescribed process will not be paid



Job Referrer Login

Email Address

Password

**Log In**

[Forgot Your Password?](#)

[Sign up to share jobs!](#)

Job Referrer Sign Up

Email Address

Pass Phrase

**Sign Up**

Updated General Information Use & Privacy Policy

Please review isolved Hire's General Information Use & Privacy Policy

You must agree to the policy before proceeding.

I agree to isolved Hire's General Information Use Policy ✓

**Submit**

Sharable Jobs | Closed Jobs

We value your recommendations for future employees so much that we have set up this area where you can share links to the people who you think will fit our open positions best. Studies show that employee referrals improve quality-of-hire and retention rates. Help us create a powerful team within the company! For a link to share, just click one of the sharing icons for whatever platform you choose to use.

Search Jobs By Keyword  Department  All Cities

**Current Job Referral Opportunities** **Click To Share**

Manager of Advertising and Traditional Media **Per Hire**

NATIONWIDE, CA, USA | Full Time

**#6**

Referrals That Applied

... **0** **0** **0**

Shares Clicks Applies Hires