EMPLOYEE REFERRAL PROGRAM

Procedure for Employee Referral
- To refer someone for a position at Plymouth, submit a completed Employee Referral Program Form (available on the Intranet: Plymouth Forms>HR Forms-General) to Human Resources (jobs@plymouthhousing.org).
- Human Resources will screen the applicant’s qualifications for the position.
- If the applicant’s skills, abilities, and knowledge are applicable for a current job opening, Human Resources will forward his or her application to the appropriate Hiring Manager.

Reward Procedure
- If Plymouth hires the applicant within 6 months of your referral, you will receive a reward of:
  - $100 following the new employee’s first day of work, and an additional
  - $100 following the employee’s six-month anniversary of full-time employment
- You will receive the reward only if you are employed by Plymouth at the time it is scheduled to be paid out
- If a reward for this program is scheduled to be paid out while you are on a leave of absence, you must return to work for a minimum of one day to receive the reward
- Human Resources will issue a check request for the reward

Eligibility
- This program applies to all job openings at Plymouth
- The following employees are ineligible to participate in this program:
  - Members of the Human Resources department
  - Members of the Leadership Team
  - Hiring managers or supervisors
  - Individuals involved with interviewing and selecting candidates
- The following types of employment applicants are ineligible to be considered as referrals in the program:
  - Current Plymouth tenants
  - Candidates who have applied on their own accord to Plymouth within the past 4 months
  - Candidates who have worked through a temporary agency or held an internship at Plymouth
  - Candidates who have been employees at Plymouth during the past 6 months

Conditions and Restrictions
- You must submit a completed Employee Referral Program Form to Human Resources within 24 hours of the applicant applying online on the Plymouth website careers page. If an applicant merely uses your name when completing an application for employment, it will not be considered an official referral under this program
- If more than one employee submits the same referral, only the earliest submission will be eligible for consideration in this program.