



PROGRAM OVERVIEW	
Overview of Employee Referral Program	The Employee Referral Program (ERP) is a way for the Division of Facilities Planning & Management (FP&M) employees to help highly qualified external candidates find a rewarding career at FP&M. By referring a highly qualified candidate, FP&M employees will be assisting FP&M to recruit and hire extraordinary talent. FP&M employees will receive a \$750 reward (subject to required deductions and tax withholdings), with a maximum reward of \$2,250 per calendar year, equivalent to three (3) referrals if their referred candidate is hired according to the program's rules and policies.
Eligibility – FP&M Employees	<ul style="list-style-type: none"> ➤ All full and part time FP&M employees in good standing (meeting expectations in most recent annual evaluation and no documented performance issues) are eligible to participate (excluding the Hiring Manager for the position, all members of the interview team for the position and HR personnel). ➤ Only staff positions posted on the UW jobs site will be eligible to receive referrals. ➤ Employees referring immediate family are ineligible for a referral bonus ➤ Student Hourly employees are ineligible for a referral bonus. ➤ The referring employee must be employed by FP&M for payment after the new hire has completed 90 days of employment with no break in service to receive the award.
Eligibility – Referral Candidates	<ul style="list-style-type: none"> ➤ The referred candidate must be a qualified (as determined by the position vacancy listing/position description), external candidate who has not already applied to the position they are being referred to. (The referred candidate must identify and confirm the referring employee at the time of application. No exceptions.) ➤ Referred candidates are not guaranteed an interview and/or job. ➤ Only candidates who meet the qualifications for the position will be considered and evaluated consistent with FP&M/UW-Madison policies and procedures. ➤ The following are not eligible for referrals: a former employee, a FP&M contractor, a current FP&M employee, or individuals previously known to the University.



Referral Process	<ul style="list-style-type: none"> ➤ The referring FP&M employee can refer individual(s) by clicking on 'Refer A Friend' on the bottom of the selected job posting and entering the subsequent information. ➤ For the referring employee to be eligible for a referral bonus, the referred individual must apply to the job using the same email address they were referred. This ensures the referred employee is marked with the employee referral in the HR system. ➤ If the referred individual uses a different email address, the HR system will not recognize the referral. The individual should then select that they were referred by a current employee before submitting their application: ➤ If the referral was not captured during the application process, FP&M HR can manually enter the information into the system; however, this will only occur in limited situations. ➤ FP&M HR will maintain a tracking system of referrals, verify eligibility requirements are met, and ensure payment of a referral bonus is paid timely.
Contact Information	Please contact fpmhr@fpm.wisc.edu with any questions.

Program Approval:

DocuSigned by:
Margaret Tennessen
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1/26/2023

Margaret Tennessen

Date

Deputy Associate Vice Chancellor
Division of Facilities Planning & Management
UW-Madison

**Program to be reviewed December 2023 by FP&M HR to assess impact and address pilot status*



Employee Referral Program Frequently Asked Questions (FAQ)

1. I work part-time at FP&M. Am I eligible to participate in the Employee Referral Program?

Yes, all full and part time FP&M employees in good standing (meeting expectations in most recent annual evaluation and no documented performance issues) are eligible to participate (excluding the Hiring Manager for the position, all members of the interview team for the position and HR personnel, and employees who are an immediate family member of the applicant).

2. I would like to refer a friend of mine who worked at FP&M a few years ago. Is my friend an eligible referral?

No, the following are not eligible referrals: a former employee, a FP&M contractor, a current FP&M employee, or individuals previously known to the University.

3. What is the amount of the reward?

The amount of the reward for an employee whose referred candidate is hired and has followed the Employee Referral Program policies and procedures is \$750 (employee subject to required deductions and tax withholdings).

4. When is the reward paid out?

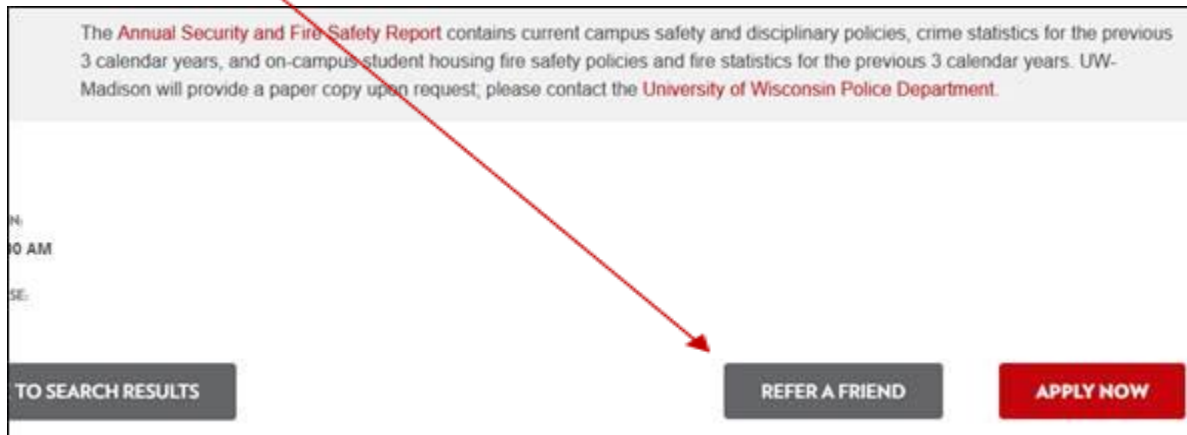
The reward is paid out after the referred employee has been employed by FP&M for 90 days without a break in service.

5. Who should I contact for more information on the Employee Referral Program?

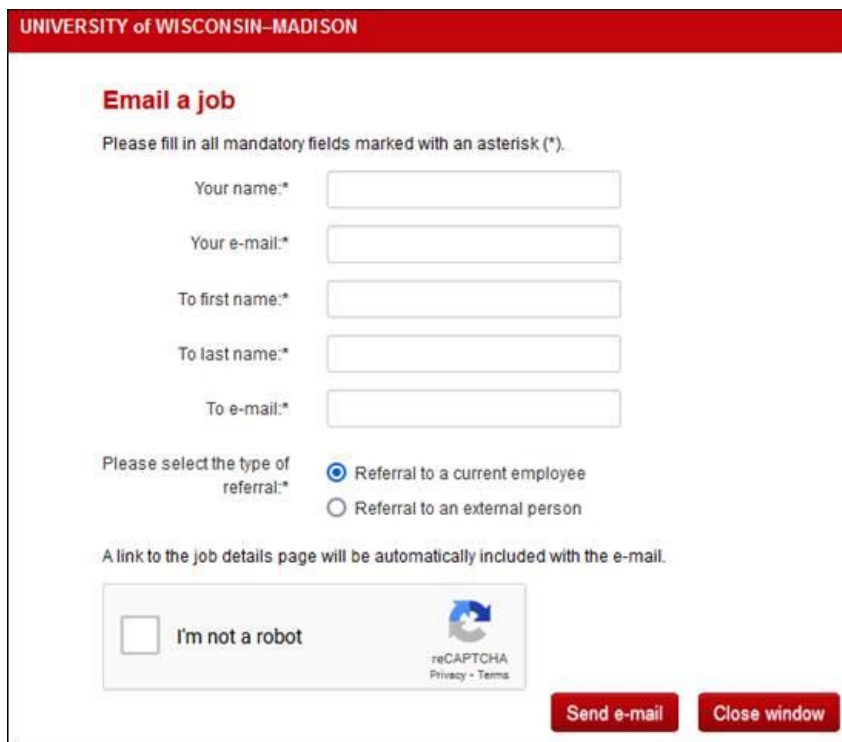
Email fpmhr@fpm.wisc.edu for questions on the program.

HOW TO REFER A FRIEND

Current UW-Madison employees eligible to refer an individual to a qualifying position under FP&M's Employee Referral Bonus Program can use the 'Refer a Friend' button at the bottom of the job posting



The button prompts the referring employee to provide their name, email address, and the name and email address of the individual they wish to refer.



UNIVERSITY of WISCONSIN-MADISON

Email a job

Please fill in all mandatory fields marked with an asterisk (*).

Your name:*

Your e-mail:*


To first name:*

To last name:*

To e-mail:*

Please select the type of referral:*
 Referral to a current employee
 Referral to an external person

A link to the job details page will be automatically included with the e-mail.

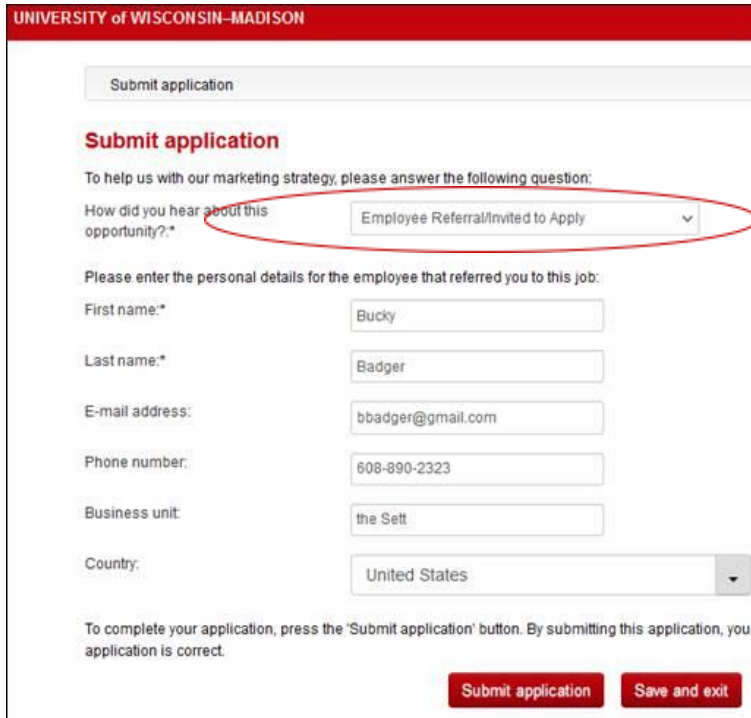
I'm not a robot 
reCAPTCHA
Privacy - Terms

When the referring employee completes the form and clicks 'Send e-mail,' the confirmation screen should appear:



For the referring employee to be eligible for a referral bonus, the referred individual must apply to the job using the same email address they were referred via. This ensures the referred employee is marked with the employee referral icon in the applicant pool in the HR system. If the referred individual uses a different email address, the HR system will not recognize the referral.

The individual should then select that they were referred by a current employee before submitting their application:



Once the individual enters the information, they can submit their application or save and exit.