

## Employee Referral Program Overview with Frequently Asked Questions (FAQ)

Program Overview	
<b>Overview of Employee Referral Program (ERP)</b>	The Employee Referral Program (ERP) is a way for UMass Medical School (UMMS) employees to help highly qualified external candidates find a rewarding career at UMMS, Commonwealth Medicine or MassBiologics. By referring a highly qualified candidate, you will be assisting UMMS and Recruitment hire extraordinary talent. You will also receive a \$100 reward (employee subject to required deductions and tax withholdings) if your referred candidate is hired according to the program's rules and policies.
<b>Eligibility – UMMS Employees</b>	<ul style="list-style-type: none"> <li>All full and part time UMMS benefited employees are eligible to participate (excluding the Hiring Manager for the position, all members of the interview team and HR personnel).</li> <li>Only benefited, staff positions posted on the UMMS career site will be eligible to receive referrals.</li> <li>The referring employee must be employed by UMMS for payment <u>after the new hire has completed 60 days of employment with no break in service</u> to receive the award.</li> </ul>
<b>Eligibility – Referral Candidates</b>	<ul style="list-style-type: none"> <li>The referred candidate must be a <u>qualified</u> (as determined by the UMMS Talent Specialists), external candidate who has not already applied to the position he/she is being referred to.</li> <li>Candidates are not guaranteed an interview and/or job.</li> <li>Only candidates who meet the qualifications for the position will be considered and evaluated consistent with UMMS policies and procedures.</li> </ul> <p><i>The following are not eligible for referrals: a former employee, a UMMS contractor, a current UMMS employee or individuals previously known to the University.</i></p>
<b>Referral Process</b>	<ol style="list-style-type: none"> <li>Employee will email <a href="mailto:EmployeeReferral@umassmed.edu">EmployeeReferral@umassmed.edu</a> a completed <a href="#">Employee Referral Program Submission Form</a> that includes referral's name, resume, position title and the requisition number for the position.</li> <li>Employee will instruct the referral to formally apply through the UMMS application tracking system via <a href="https://www.umassmed.edu/jobs/">https://www.umassmed.edu/jobs/</a>. (Note: <i>The Talent Specialist will not reach out to the candidate unless they have formally applied</i>).</li> </ol>
<b>Contact Information</b>	For more information on the program, please contact <a href="mailto:Human.Resources@umassmed.edu">Human.Resources@umassmed.edu</a> .
<b>Additional Resources</b>	Click the links below for additional resources: <ul style="list-style-type: none"> <li><a href="#">UMMS Employee Referral Program Policy</a></li> <li><a href="#">Employee Referral Program Submission Form</a></li> </ul>

Statement of Non-Discrimination: The University of Massachusetts Medical School (UMMS) does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth, or related medical conditions), age, sexual orientation, gender identity and expression, genetic information, national origin, covered veteran status, disability, ancestry or any other characteristic protected by law in employment, admissions, participation in its programs, services and activities, and selection of vendors who provide services or products to UMMS. Further, UMMS is firmly committed to ensuring that all who work, study, visit or seek treatment here may do so in an environment free of harassment and/or discrimination.

## Employee Referral Program Frequently Asked Questions (FAQ)

**1. I work part-time at UMMS. Am I eligible to participate in the Employee Referral Program?**

Yes, all full and part time UMMS benefited employees are eligible to participate (excluding the Hiring Manager for the position, all members of the interview team and HR personnel).

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

No, the following are not eligible referrals: a former employee, a UMMS contractor, a current UMMS 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 \$100 (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 UMMS for 60 days without a break in service.

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

You may view the [UMMS Employee Referral Program Policy](#) or email [Human.Resources@umassmed.edu](mailto:Human.Resources@umassmed.edu) for questions on the program.