
Section 200: Employment Practices

200.210 Employee Referral Program

PURPOSE

Employee referrals are an effective way to bring top talent into our organization. The Employee Referral Policy will establish the parameters and reward eligible employees for referring new, qualified candidates who are subsequently interviewed and/or hired for a referral-eligible position with the organization.

SCOPE

All active St. Jude Children's Research Hospital (St. Jude) employees, as defined in the Definitions section, are eligible for this program with the exception of:

1. Hiring managers or individuals involved in the hiring process or hiring decision for the position
2. Non-Payroll staff, contractors, interns, students and other temporary employees
3. Employees who work within Human Resources, Academic Programs, Faculty Affairs or Clinical Education and Training or with any staffing responsibility, Directors, VP and above, and faculty.
4. Employees who terminate prior to completion of the award eligibility, with exceptions as indicated under the Policy section Award Eligibility
5. Employees who are specifically prohibited from participation in the Employee Referral Program due to abuse, misuse of the program or other reason not listed

POLICY

Eligible employees are required to submit referrals for external positions via St. Jude's approved employee referral program vendor and the designated website for St. Jude: Referral Pathways (stjude.org/referralpathways).

All positions are referral-eligible except the following: students, temporary positions, postdoctoral research associate, fellows, and faculty.

The intent of the program is to identify new external talent, therefore, the following candidates are not eligible for the program:

1. Candidates who have previously applied to any St. Jude position within the last twelve (12) months
2. Referrals of former employees of St. Jude who worked within the last twelve (12) months
3. Referrals who currently work in the following categories: Student, Intern, Consultant, Contractor (full-time or part-time), Temporary employee or any Individual Not on Payroll or worked in this capacity in the last twelve (12) months
4. Candidates already identified through direct participation in recruiting programs and events (e.g. represent St. Jude at booth at job fairs, college recruiting events, conferences) or other means
5. Current St. Jude employees

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External candidates are also required to indicate who referred them for the position when applying for a position on line.

There is no limit to the number of referrals that an employee may submit.

Award processing is initiated by Human Resources and will be submitted using the Ovation program after all eligibility requirements have been verified and confirmed by the Talent Acquisition department. Points are awarded as follows:

1. Making a referral—in the month following when the referral was made
2. Referral Interview—in the month following the completed interview
3. Referral Hire—one (1) month after the candidate's date of hire. Both the colleague and the referred candidate must be active employees at the time that the hire award is processed unless the referred candidate left active payroll due to an approved medical or military leave of absence.

Award amounts are as follows:

10 Ovation points	For each referral who meets the required qualifications for the position
1,000 Ovation points	Upon referral's completion of one on-site interview with the hiring manager
10,000 or more Ovation points	Upon referral's completion of one (1) month of employment

An employee must be active on the date the points are granted to receive the award.

The amounts or processing of such awards are subject to change. Applicable federal and state taxes will be assessed on the value of the selected gift per guideline or regulation.

All eligibility requirements are verified upon hire of the referred candidate. In the event of a dispute, the Director of Talent Acquisition or designee reserves the right to determine award eligibility.

PROCEDURE

How to submit a referral:

1. Submit referrals through stjude.org/referralpathways.
2. Directly refer candidates in the system, and send messages to people in your network to invite them to apply.
3. The candidate must apply for the position online and meet minimum qualifications.
4. Award Processing: Points will be added to the Ovation system the first week of the following month.

DEFINITIONS

Employee: For the purpose of this policy, an employee is an individual on St. Jude Payroll employed in a regular full time or part time position. Temporaries and students on the St. Jude Payroll are excluded. Contractors and other workers classified as an "Individual Not on Payroll" are not eligible for this program.

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Referral Eligible Candidate: An individual who meets the minimum qualifications for a referral eligible position, meets all referral eligibility requirements and has been submitted as a referral via stjude.org/referralpathways.

Referral-Eligible Position: A position with points allocated on the Referral Pathways website.

REFERENCES

St. Jude Employee Handbook (Employment Terms)

FORMS AND OTHER DOCUMENTS

NA

Original Issue Date:

04/10/17

Approval:

Signature on file

Revised/Reviewed Dates:

4/10/17

Date
