



Western  
Technical  
College

SOP #: 240019

Revision #: 1

Implementation Date: 08/20/2014

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Last Reviewed/  
Update Date: 08/28/2014

SOP Owner: Human Resources

Approval:

## Employee Referral Reward Program

### **1. Purpose**

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In an effort to reward employees that refer qualified candidates to work at WTC in varying capacities, WTC has created a referral recognition program. This Standard Operating Procedure is designed to address the program.

### **2. Scope**

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After a new candidate has been hired, and has satisfactorily completed the 60 day introductory period/or end of course, the employee that referred that candidate will be eligible to receive an incentive. The mechanism will be validated through the 60 day evaluation/student survey.

### **3. Prerequisites**

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- Verification by employee that he/she referred candidate (MUST BE NOTATED ON JOB APPLICATION)
- 60 Day Evaluation

### **4. Responsibilities**

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- Employee making the referral
- HR Staff
- Department supervisor in which candidate was hired.

### **5. Procedure**

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A. For an employee referral:

1. An employee refers a candidate for any of our open positions.
2. Referred candidate is hired to cover the open position.
3. Referred employee must have all the following:
  - a. Regular full time/part time employee:
    - Overall satisfactory 60 day evaluation and no individual ratings below satisfactory in any given category.



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- Attendance- Maximum of one absence during the introductory period (justified)
- No verbal/written warnings
- b. Adjunct/Contract Employee
  - Overall satisfactory student survey
  - Attendance- Maximum of one absence during their course (justified)
  - No verbal/written warnings

*Exception: Employees in supervisory/management positions are not eligible for the Employee Referral Reward program if they refer and hire a candidate to work within their same department.*

B. Reward:

Once the Human Resources department receives the satisfactory 60 day evaluation for the regular FT/PT employee, or the satisfactory student survey for the Adjunct/Temporary member, the employee that referred the candidate will receive a Visa Card with a value of \$99.00 (Ninety-Nine Dollars 00/100)

C. Upon approval, the employee must sign a log sheet where they have received the Visa card.

## **6. References**

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Employee handbook-Benefits Section

## **7. Definitions**

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- Full Time (FT) employee: One who is consistently scheduled and works 30 hours or more per week.
- Part Time (PT) employee: One who consistently works less than 30 hours per week.
- Adjunct Faculty employee: Person(s) hired to work in a temporary job regardless of whether or not it is full-time or part-time.
- Good standing: having complied with all WTC policies and procedures, and having unabated powers to conduct his/her activities

## **8. Attachments**

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1. 60 day evaluation
2. Employee Referral Signature Log sheet



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		<b>Employee Name:</b>				
		<b>Position:</b>				
		<b>Date of Hire:</b>	<b>Evaluation Period:</b>			
		<b>Department:</b>				
<b>60 DAY EMPLOYEE EVALUATION</b>		<b>Supervisor:</b>				
<b>(5) Outstanding:</b> Performance is consistently and exceptionally good. Thinks beyond immediate position. Is viewed as a Role Model for others in the organization.		<b>(4) Exceeds Expectations:</b> Clearly above average. Accomplishments are significant and above the standards of the job responsibilities. Needs little to no supervision.		<b>(3) Satisfactory:</b> Meets all essential job requirements. Accomplishments are in accordance with the standards of the position.		
		<b>(2) Needs Improvement:</b> Performance requires improvement in one or more areas to make full contribution to the department and job in order to meet the standards of the position.		<b>(1) Unsatisfactory:</b> Performance is well below the expectation of the job and required a specific plan of action to correct noted deficiencies.		
<b>General Evaluation Areas</b>		<b>Rating</b>	<b>Comments:</b>			
1	Is present and punctual for work every day					
2	Gives prompt, friendly and courteous service.					
3	Promotes cooperation and teamwork, within and between departments					
4	Always professionally dressed and well groomed					
5	Keeps working area neat and clean					
6	Attends meetings and functions such as Information Hour, Graduations, etc.					
7	Keeps up to date in his/her profession by attending seminars and by personal study.					
8	Is able to handle stress and/or work under pressure					
9	Is organized and plans work well					
10	Volume of work accomplished					
11	Accuracy of work					
12	Has the ability to meet deadlines and accomplish assigned work on time					
13	Has the ability to think of improvements and anticipate requirements of the job					
13-25:Unsatisfactory, 26-32: Needs Improvement, 33-51:Satisfactory, 52-58:Exceeds Expectations, 59-65 Outstanding		<b>0</b>	<b>PENDING RATING</b>			
<b>Overall Message on Current Performance</b>						
<b>Employee Comments</b>						
My signature certifies that my Supervisor has reviewed this evaluation with me. My signature does not necessarily imply my agreement or disagreement with this evaluation. I also understand that I have the right to appeal this evaluation to the school Director or President.						
<b>Signatures</b>						
Employee		Date	Supervisor		Date	
Director		Date	Human Resources		Date	

