



Employee Referral Award Program Guideline

You can assist the WCB, a friend, and yourself, by participating in the Employee Referral Award Program. The WCB will reward employees for the referral of a qualified external applicant to a designated vacant position when the applicant is hired.

The Employee Referral Award Program is open to all WCB employees and all personal service contractors with the exception of Human Resources employees, Supervisors, Managers, Directors and Executive.

Process

The hiring Supervisor or Manager, in conjunction with Human Resources, can designate any vacant position as eligible for an Employee Referral Award. The hiring supervisor or manager selects "Employee Referral Award Program" on the Approval to Hire form to initiate participation in the program. The cost of the award will be borne by the hiring department's recruitment budget. Only permanent positions can be selected for an Employee Referral Award.

Participating jobs will be identified with four asterisks symbols "****" before and after the job title, and the words "Eligible for an EMPLOYEE REFERRAL AWARD" will be used in the body of the posting.

To refer an external applicant, complete an Employee Referral Form and submit it to Human Resources along with a copy of the applicant's resume. You cannot refer anyone who: has already applied to the WCB and is actively being considered for a vacant position; already works for the WCB; or has worked for WCB within the last twelve months. This includes regular, student and casual employees as well as people working at WCB through temporary agencies or on contract. No award will be paid to an employee if the employee has not submitted a referral form along with the candidate's resume before an offer has been made to the candidate.

You will be paid a cash award of \$500 for positions in salary grades 1 to 7, \$1,000 for positions in salary grades 8 and above, and \$1,500 for Adjudicator and Case Manager positions (subject to statutory deductions) within one month of the hire date of the person you referred. In certain situations a greater referral amount may be paid dependent on the need and level of the position. You must be employed by WCB at that time to collect your award.

If a referred applicant is hired for a non-designated position, no award will be paid. In the event that an applicant is referred from more than one source, the deciding factor will be the date of receipt of the referral by the Human Resources Department.

EMPLOYEE REFERRAL AWARD PROGRAM

Date: _____

Applicant Information

Applicant's Name:		
Resident Telephone:	Business Telephone:	
E-Mail Address:		
Mailing Address:		
Signature of Applicant:	Date Signed:	
Referred Position:	Competition Number:	

Referred By:

Employee Name:		
Employee Number:	Title:	
Business Telephone:	Department:	
Signature of Referring Employee:	Date Signed:	

For Human Resources Use Only

Date Received: _____

Prior Submission:		If yes, for what position and when:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Hire:	Department:		
Referral Amount:	Account code:	Department Code:	
Hiring Supervisor/Manager:		Business Telephone:	
Hiring Supervisor/Manager's Signature:		Date Signed:	
Human Resources Signature:		Date Signed:	

Please Return To Human Resources - 3rd Floor, Jarvis Building