

## EARN UP TO \$500 PER REFERRAL

Bryn Mawr is launching an Employee Referral Program to help recruit for openings in the Campus Safety, Dining Services and Housekeeping departments. As an employee, you know the benefits of being part of the Bryn Mawr community and we need your help in filling positions within these critical operations. While many staff positions are currently open on campus, these departments have been particularly affected by changes in the local employment market, resulting in multiple openings as the College prepares for the start of the new academic year.

### HOW DOES THE PROGRAM WORK?

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Bryn Mawr will give rewards to an employee who refers a candidate for an open position in the listed departments who is subsequently hired. If you know someone who you think would be a good fit for a position in Campus Safety, Dining Services or Housekeeping, please refer them. If we end up hiring your referred candidate, you will receive a \$500 bonus after your referral has worked for Bryn Mawr for three months in a benefits-eligible position (scheduled to work 1,352 hours or more per year) or a \$250 bonus in a scheduled, non-temporary part-time position.

### ADDITIONAL RULES

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- There is no cap on the number of referrals an employee can make.
- If two or more employees refer the same candidate, only one person will receive the award. This will generally be the person who submits the referral first.

### WHO CAN PARTICIPATE?

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All employees are eligible to participate in our referral program except staff in Human Resources. Hiring managers cannot refer anyone for a position within their own department. However, they can refer someone for a position in the other departments.

### WHO CAN BE REFERRED?

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You may refer anyone you think would be a good addition to the Campus Safety, Dining Services or Housekeeping departments. The referral award is not applicable to applicants who have already applied to Bryn Mawr since June 1, 2021.

## HOW DO I SUBMIT A REFERRAL?

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Please send the following information in an email to Mary Eldon ([meldon@brynmawr.edu](mailto:meldon@brynmawr.edu)) or alternatively come to Human Resources to complete a referral form. The referral should include the following information:

- Name of the person you are referring and the applicable department and position
- How you know this person
- The skills and qualifications you believe the person holds
- If you've previously worked together, why you consider this person to be a good co-worker
- A phone number to contact the person

## ADDITIONAL INFORMATION

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**We have the following full-time positions open at the current time:**

### Campus Safety

- Officer – Night Shift (11:00 PM to 7:00 AM)

### Dining Services

- Full Cook
- Kitchen Supervisor
- Utility Kitchen Worker

### Housekeeping

- Lead Housekeeper - 5:00 AM shift
- Mover/Utility Housekeeper - 8:00 AM shift
- Utility Housekeeper - 5:00 AM shift and 8:00 AM shift

Please note that the College may end or change the Employee Referral Program at any time. Depending on need, the Program may be extended to other departments at a future date. Information regarding the current status of the Program will be available on the Human Resources website. Employees who referred candidates before the Program is modified or eliminated will still receive the appropriate reward.

As a reminder, Bryn Mawr is an equal opportunity employer. Applications are considered without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, age or disability.

Please contact Mary Eldon at ext. 5219 if you have any questions.