



Employee Referral Bonus Program FY2022

The Guild for Human Services is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into an organization through employee referral sponsors are excellent contributors and stay with the company longer.

That's where you come in! If you know someone who would be a good addition to The Guild, you may be awarded a referral bonus of \$1000 (less taxes) if you refer a candidate who is hired and remains successfully employed.

- **To be eligible for an award, the sponsor must officially submit the referral to Human Resources with a Referral Form ([here](#)). For processing & tracking purposes, the Online Referral Form must be submitted before the referral's pre-service completion. (Exceptions will be considered if your name is on the application under "Referred By.")**
- **The referral must be hired and employed for six months to receive first payment of \$500 and 12 months to receive second payment of \$500.**
- **All Guild employees are eligible for reward with the exception of chiefs, HR personnel, or the direct hiring managers referral.**
- **A referral can be made for either a specific job position or a general referral to the organization.**
- **The referral must represent the candidate's first contact with The Guild. Temporary, summer, contract, and former employees of The Guild are NOT eligible candidates for referral awards.**

Please contact Peggy Kilpatrick with any questions at pkilpatrick@guildhumanservices.org or 781.893.6000 x5126