

## FREQUENTLY ASKED QUESTIONS - REFERRAL INCENTIVE

Q. Why would I want to make a referral?

A. Filling vacant positions is essential to help Orange County accomplish its mission. Your referrals play a vital role in the County's ability to fill vacancies and provide top-quality service to the community. We encourage all eligible employees to refer their ex-colleagues, family members and friends for any available positions to get an opportunity to earn \$400 referral incentive.

Q. Who is eligible for referral incentive?

A. Any full-time employee referring an applicant who is hired and successfully completes the probationary period for a full-time Orange County position will be eligible for a referral incentive.

Eligible employees may participate in the referral incentive program except:

- Contract, part-time or temporary employees
- Employees covered by non-participating collective bargaining agreements
- Elected officials and their staff
- Employees in appointed positions
- Employees in the vacant position's supervisory chain of command or other persons involved with the recruitment, rating, or candidate selection process
- Human Resources staff

Employees have to comply with the referral process and confirm the applicant details in the system to be eligible for the incentive.

Q. How can I refer an applicant?

A. You can email the job posting to a potential applicant and inform them about the job. The applicant **will have to enter your name and email address** on the application to identify you as a referring employee. You will have to confirm the referral by logging into PeopleSoft→Self Service→Careers→Confirm Referral and enter the Tracking ID and Password to formally refer the applicant in the system. If the referring employee does not confirm referral in PeopleSoft, they will not be eligible for the incentive.

Employee Self Service      Confirm Referral - Access Page      [New Window](#) | [Personalize Page](#)

**Confirm Referral - Access Page**

Please enter the Referral Track ID and password supplied in the e-mail that was recently sent to you, then select the Submit button.

Referral Track ID

Password

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Q. Can I refer someone to any job to receive the referral incentive?

A. Only full-time positions are eligible for referral incentives. Temporary or part time positions are not eligible for referral incentive.

Q. What is the referral incentive amount?

A. The referral incentive amount is one time payment of \$400 for each successful hire. The payout is subject to, and reduced by, all ordinary lawful and applicable wage withholdings.

Q. How will I know if I am eligible for referral incentive?

A. Once the external new hire has started employment with the County, the eligible employee will be notified about the referral incentive via an email.

Q. Will I be eligible for the referral incentive even if I refer a family member that lives with me?

A. Yes, the referral incentive is not restricted to only non-family members.

Q. Will I be eligible for the referral incentive if the applicant I am referring worked for Orange County Government in the past?

A. Yes, a previous employee is eligible for this process.

Q. Will I receive the referral incentive if I refer more than one applicant? Is there a maximum amount?

A. Yes, as long as the eligibility criteria is met you will receive the incentive. There is no maximum limit on number of referrals.

Q. If my employment ends prior to my pay out, will you send me a check?

A. No, to receive the payout, you must be an active employee at the time of the payout.

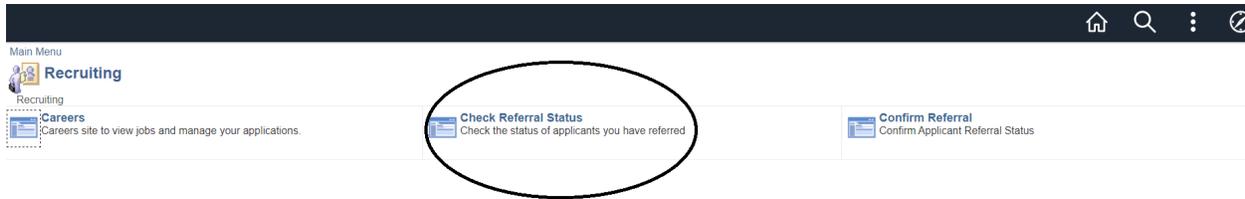
Q. If the applicant that I refer forgets to add my name on the application or spells it wrong, can someone add it manually or fix it prior to hiring?

A. No, per the incentive guidelines, the referring employee must be identified by name and email address at the time of application in order for you to receive the incentive. The referring employee needs to log into PeopleSoft and confirm the referral to be eligible for the incentive.

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Q. How can I check the status of my referral status?

A. You can check the referral status by logging into PeopleSoft→Self Service→Careers→Check Referral Status



Q. Whom do I contact if I have questions related to a referral incentive?

A. Please feel free to reach Human Resources at 407-836-5661 for any questions related to referral incentive.

Q. Where do I find more information about this program?

A. The guideline document is available on the HR page of the intranet on the Jobs and Pay Section. Please refer the document for details about the program.

Q. How long does it take to process a referral payment?

A. The referral payment will be done in the second pay period after the new hire starts employment with the County.

Q. Can I refer someone for an internship?

A. Temporary positions are not eligible for referral incentives so Intern positions are not eligible for referral Incentive.