information technology referral program

NYURefer
information technology referral program
Put the NYU torch in good hands. Think of everyone you know—a friend, relative, neighbor, roommate—anyone who has the talent to become a valued member of NYU’s information technology professional staff. If your referral is hired and successfully completes 6 months in an eligible professional IT position at NYU, you’ll receive a reward check for $1,000. And, of course, the more successful referrals you make, the greater your reward. So, don’t pass up the opportunity to pass the torch!

### NYURefer Program Guidelines

**Program Objective:**
To provide NYU employees with a cash reward when they refer an applicant for an information technology professional (code 100) vacancy and that applicant is hired and retained for at least six months.

**Award:**
If the applicant is hired for an eligible information technology professional position and passes the 6 month probation period, the referring employee will receive $1,000 from NYU, subject to appropriate taxes.

**To be eligible for the reward, an employee must:**
- Refer an applicant for an eligible information technology professional (code 100) job on the NYU job list
- Complete Applicant Referral Form and refer applicant to HR website to complete MATCH online application
- Be a full-time regular employee below the director level
- Not be the supervisor or subsequent supervisor of the hired employee referral
- Not be responsible for recruiting and/or referring qualified staff for informational technology positions as part of his/her job, whether in central Human Resources or in any school/division
- Be actively employed and in good standing at the time the reward is given

**To be an eligible referral, the applicant must:**
- Be an external applicant (not a student, casual or temporary employee, agency employee or a consultant to NYU)
- If a former employee, not have worked for NYU for at least 12 months
- Be hired for an eligible IT position and pass the 6 month probation

**Note:** The NYU Employment Office will ultimately make the eligibility decisions.

**Referral Process:**
- Refer applicant to HR website - www.nyu.edu/hr/jobs/apply - and ask them to complete their MATCH online application. When asked for their referral source code, they will need to select “B2.”
- Complete Applicant Referral Form
- Send or bring form to Talent, Learning & Development at 105 E. 17th St, 1st fl, Attn: NYURefer Program
- If the applicant is hired and passes the 6 month probation period, the referring employee will be given a $1,000 check from NYU as a reward, subject to appropriate taxes.

**For More Information:** Call Talent, Learning & Dev. at 212-998-1250, or review information about the NYURefer Program and IT job opportunities at www.nyu.edu/hr/jobs/apply.