



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 NYU Employment Office at 7 East 12th Street, 1st floor, Mail Code 8906, 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 the Employment Office at 212-998-1250, or review information about the NYURefer Program and IT job opportunities at www.nyu.edu/hr/jobs/apply.



New York University