



## Division of Business Services Referral Bonus Program

### Program Overview

The mission of the Division of Business Services is to support UW-Madison's institutional responsibilities of higher education and research by offering a broad range of services and transaction processing to campus. Continuing to recruit the best candidates remain critical to building this community that advances our mission, vision, and values.

UW-Madison recognizes the need to occasionally provide referral bonuses to encourage current employees to refer qualified candidates to the campus for specific hard-to-fill jobs. Research has shown that new hires who come into organizations through a referral by a current employee are excellent contributors, stay with organizations longer, and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to the Division of Business Services, you may be awarded a referral bonus if you refer a candidate who is hired and fulfills six-months of service in the position. Referral Bonus eligibility will be for all renewable/ongoing Division of Business Services positions that are recruited externally through the [jobs.wisc.edu](http://jobs.wisc.edu) portal.

### Who this program applies to:

Current employees may receive a referral bonus when referring an individual to a position in any of these employee categories:

- Limited Appointees
- Academic Staff (renewable)
- University Staff (ongoing)

Current employees may not receive a referral bonus when referring an individual to a position who is hired into a position in any of these employee categories:

- Fixed-term Terminal Appointments
- Post-Retirement Rehires
- Student Hourly
- Student Assistants
- Employee-In-Training
- Zero-dollar and Lump Sum Appointments

The candidate hired into the designated position (the "referred employee") shall not have held a UW Madison position within the past 12 months.

**Rationale:** HR Policy 10.01 provides UW-Madison the ability to award Supplemental Lump Sum Payments (10.01.IX). The Referral Bonus Program is considered a supplemental lump sum payment.

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#### ADMINISTRATIVE SERVICES UNIT

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**Amount:** Below is our referral bonus amounts per referred hire.

Staff Positions	Bonus Amount
Limited Appointees	\$500
Academic Staff (renewable)	\$500
University Staff (ongoing)	\$500

### Eligibility:

Employees in the following employment types are eligible to receive a referral bonus as the “referring employee”:

- Limited Appointees
- Academic Staff
- University Staff
- Temporary Employees

### Exceptions:

- Hiring Managers/Supervisors or any other employees making the final hiring decisions for the position are ineligible for a referral bonus to avoid ethics concerns (Code of Ethics Policies – See [UWS 8.03](#) and [BOR 20-22](#))
- Employees referring [immediate family](#) are ineligible for a referral bonus
- Employees referring current UW-Madison employees are ineligible for a referral bonus. Exceptions may be made in cases where retaining employees that hold temporary or terminal positions is a consideration
- In all cases, if the referring employee or the referred employee is no longer employed by UW-Madison at the time of payment, the bonus payment is no longer valid.

### Tracking Referring and Referred Employees:

To qualify for the bonus, the employee must refer the candidate to the job via the applicant tracking system’s referral mechanism which is a specific link you can find at the bottom of the job posting. Example can be seen below.

APPLICATIONS OPEN:  
JUL 1 2022 Central Daylight Time

APPLICATIONS CLOSE:  
JUL 24 2022 11:55 PM CENTRAL DAYLIGHT TIME

← BACK TO SEARCH RESULTS

REFER A FRIEND

APPLY NOW

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Questions on this process should be directed to [asu.hr@ohr.wisc.edu](mailto:asu.hr@ohr.wisc.edu)