

## Division 8000 initiates Employee Referral Recognition program

Sandia takes great pride in our world-class workforce, which is composed of the best and the brightest – each of you. Division 8000 is committed to continuing our track record of hiring exceptional people as we recruit for every open position in our organization.

Research shows that current members of our workforce are often the most effective resource for helping us find, recruit, hire, and retain outstanding employees. With this in mind, we would like to begin recognizing individuals who successfully refer job candidates.

Starting in January, Division 8000 will launch an Employee Referral Recognition Program. Details about the program, including a list of frequently asked questions, are available [here \[see page 2 and 3, will be a link to a pdf\]](#). The program itself is modest in scope and will serve as a pilot of sorts.

The program's objectives are twofold. First, we want to acknowledge a valuable recruiting source (you, the members of the workforce) and recognize those whose efforts lead directly to the successful recruitment of a new employee. In addition to offering several reward options, we'll make announcements at division leadership meetings, highlight employees through Division 8000 website acknowledgements, and post quarterly recognitions in the TNT.

Second, we hope that this new program encourages all members of the workforce to reach out to their personal and professional networks. (Thank you to those of you who have already been doing so!) Please familiarize yourself with the program guidelines, and, if you're so inclined, please help us find additional exceptional people – like yourselves – to come work for us!

We are looking forward to seeing how your personal recruiting efforts are recognized through the new program. Thank you in advance for helping to increase the number of valued staff members in our division.

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## Division 8000 Employee Referral Recognition Program

The Division 8000 Employee Referral Recognition Program aims to acknowledge a valuable recruiting source and encourage employees to reach out to their network so Sandia can continue to hire exceptional people.

### **Program Guidelines:**

- All Division 8000 employees (regular and temporary – FTE, post doc, student, LTE) are eligible to participate in the Employee Referral Recognition Program.
- Recognition is given when a candidate is hired and starts a regular or post doc position in Division 8000.
- Intern positions and conversions (previous employees of Sandia who are hired into another job category or staff aug employee who becomes a Sandia employee) are not eligible.
- New hires will identify employee referrals via the source of hire survey administered by CA HR.
- Managers in the hiring management chain (manager, senior manager, and director) and HR staff are not eligible for Employee Referral Recognition Program.
- Recognition will be awarded to the recipients quarterly and notified via email.

### **Possible Recognition Options:**

Treasure Chest - Choose your recognition award!

- 2 Movie Tickets (~\$25 value)
- Coffee Card at Starbucks (\$25 value)
- iTunes or Amazon Gift Card (\$25 value)
- Fruit/veggie basket from Terra Bella Family Farm (\$25 value to be used at the summer farmers market or the June – Dec weekly CSA delivery)
- Pizza lunch for you and the new hire you referred (<\$40 value)
- Ice-cream party for you and seven lucky Sandia coworkers that you choose (via Sodexo)
- Get fit: Resting metabolic test or Hydrostatic body fat test via Sandia/CA HBE
- Attend quarterly group lunch with Steve Rottler at Wentz

Announcement at the Division Leadership Meeting and Tri-Level

Acknowledgement in *The Communicator*, Sandia CA

Quarterly TNT recognition announcement

**FAQs:**

Q. Are Sandia staff eligible to refer family members?

A. Yes.

Q. Will the hiring manager know if their candidate is a referral?

A. This information will not be provided by HR.

Q. If a new hire remembers they were actually referred by a Sandian after they have started their FTE or post doc position, is the Sandian still eligible for an award?

A. These types of situations will be address individually with TAT functional lead. HR has processes in place to identify referral information at time of interview and on-boarding.

Q. Can the new hire identify more than one Sandian who told them about the FTE or post doc job?

A. No, they can only identify one Sandian who first let them know about the job posting.

Q. Is this for staff in other Divisions too?

A. No, this is a pilot program in Division 8000.

Q. How will the new hire learn about the Employee Referral Recognition Program?

A. The Employee Referral Recognition Program will be communicated to new hires during first day new hire orientation.

Q. Why is Sandia investing in this program?

A. Employee referral is the #1 way Division 8000 new hires learn about Sandia and the job.