



RAY & JOAN
KROC
CORPS COMMUNITY CENTER
GRAND RAPIDS, MI

Employee Referral Program

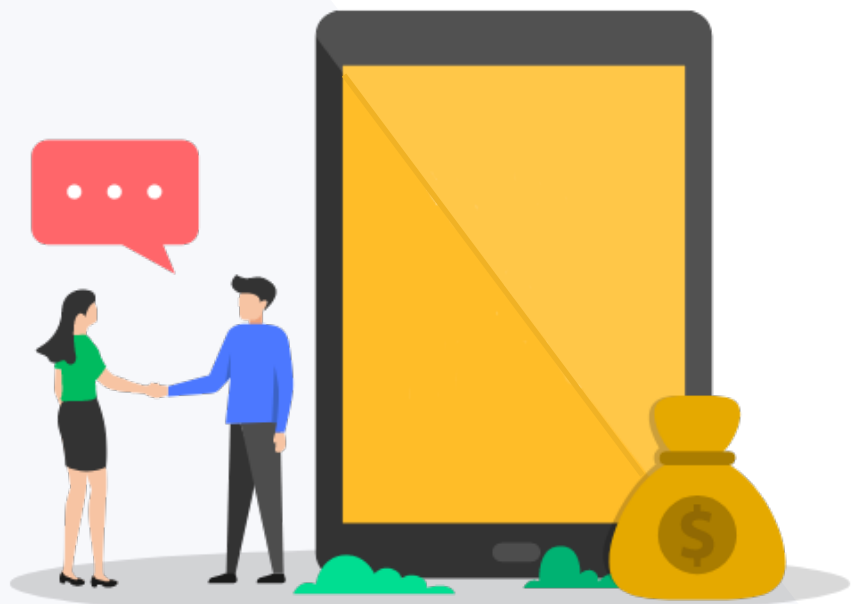
Active employees in good standing can now refer someone to apply for a position at the Kroc. Should that person complete the application, become hired, onboarded and complete 90 days of work the referring employee will be eligible for a **\$200 referral bonus**.

Stipulations

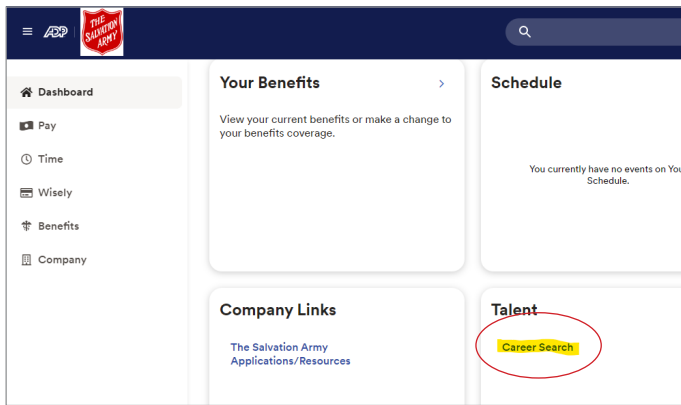
- Referring employee must be an active employee at the time of referral as well as the 90 day mark or worked time equivalent.
- The employee must use the ADP portal to make the referral and the system must record it. Verbal referrals or referrals outside the system will not be accepted.
- Referred employee must complete at least 60 hours of worked shifts during the 90 days to allow for the referral bonus to be paid.

This program will run through May 19, and may be extended as needed.

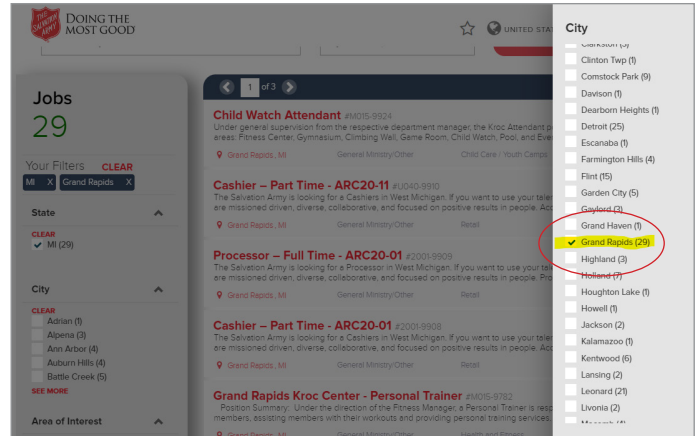
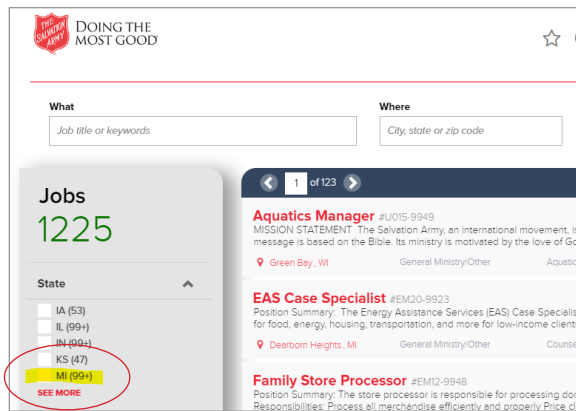
See reverse for instructions on how to refer someone from your ADP Portal.



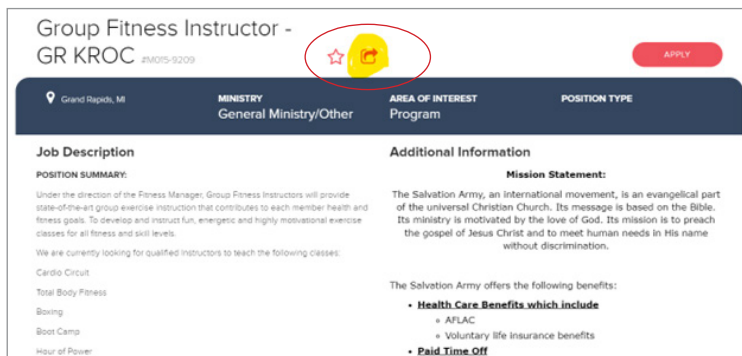
How to refer an applicant for a Kroc Center job



1. Log into your ADP account and find “Career Search” on your dashboard.
2. In the search bar on the left-hand side, select MI for the state.
3. In the pop-up window scroll down and select Grand Rapids for the city.



4. Click on the title of the job you would like to share to open the listing, then click the share icon.



5. Complete the form with your information and the information of the person you are referring. Click “Submit” to finish.

The screenshot shows the 'Employee Referral' form. It includes fields for 'Your Information' (Email Address, First Name, Last Name, Phone Number) and 'Friend Information' (Email Address, First Name, Last Name, Phone Number). The form is titled 'Employee Referral' and has a 'SUBMIT' button at the bottom.