



UNIVERSITY OF ILLINOIS SYSTEM

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Employee Referral Program Frequently Asked Questions System Office

August 2023

- 1. If a qualified referral is hired, how much money will the referring employee receive?**
System Office employees who refer a successful candidate for a System Office position that is eligible for the referral incentive will receive \$600, which is subject to all applicable and required tax withholdings. The payment is not considered payment for services, so no SURS deductions will be taken.
- 2. When does the employee receive the referral payment?**
Payment will be made within 45 days of the referred candidate's hire date.
- 3. Can I refer a family member for the program?**
Immediate family members do not meet the criteria of eligible candidates under the guidelines. Immediate family member includes: mother, father (including in-laws), brother, sister, child, spouse, domestic partner, civil union partner, and grandparents.
- 4. What levels of approval are needed to offer an employee referral?**
The position must be on the referral program approved position list. This pre-determined list is approved by System Human Resource Services and the Vice President.
- 5. Who decides if a position is eligible for the referral program?**
The unit, in consultation with System Human Resource Services, may also request a position to be eligible for the employee referral program through the search/promotion request form. Position must meet program criteria and be requested prior to the position being approved.

If you have any questions, please email System Human Resource Services at erhr@uillinois.edu.