



Employment Referral Program Policy

Because of today's highly competitive business environment, RCCSC is always looking to attract qualified individuals for employment. RCCSC's Employee Referral Program rewards employees who help find these individuals. If an existing employee knows a referral candidate, have him or her complete an application and submit it through the Employee Referral Portal. Former RCCSC employees will not be considered a referral. RCCSC employees will receive a **\$500** referral fee for each applicant they refer who is hired for an eligible position. In order to be eligible, the following guidelines must be met:

- A resume and application must be submitted through the "Employee Referral Portal". A notation as to who referred the individual must be on the employment application.
- Initial knowledge of the referred individual must be as a result of the employee referral.
- The referred individual must be employed at least 90 days in a regular, full-time position in order for the award to be earned.
- To earn the award, the employee making the referral must be employed by RCCSC when the referral is made and when it is earned.

Accessing the Employee Referral Portal

The Employee Referral Portal is specifically designed to link the RCCSC employee to the referral candidate. To refer a candidate to RCCSC, follow the steps outlined below.

1. Using your web browser (i.e. Internet Explorer, Google Chrome, Firefox), visit rohadoxconstructioncontrolservicescorporation.appone.com/erp or, [click here](#).

Employee Referral Portal

A screenshot of the Employee Referral Portal search interface. It features a search bar with the placeholder text 'Enter Keyword(s): separate with commas or spaces'. Below the search bar are three radio button options: 'Match ALL keywords' (selected), 'Match ANY keywords', and 'Match EXACT PHRASE'. There are two dropdown menus: 'Select Category:' with '-select all-' and 'Select Location:' with '-select all-'. At the bottom is a dark grey button labeled 'Search for Jobs'.

2. Search for open positions by entering a keyword (i.e. Construction Manager) or use the drop-down menus to select a category (i.e. construction, engineering, etc.) or location.



3. Click **Search for Jobs** to view the listing of positions available, then click the position you'd like to refer the candidate to begin a series of 4 steps.
4. **Step 1:** At the top of the screen, enter your work e-mail address.
5. **Step 2:** Enter your first name, last name, and RCCSC employee number.
6. **Step 3:** Upload the referral candidate's resume or copy and paste his/her resume for review.
7. **Step 4:** Provide the referral's contact information. This will allow the system to e-mail the candidate, prompting him/her to complete an online application. The referral will receive an e-mail with the subject, **[Your Name] Referred You for a Job Opening**. The e-mail will also provide the employee with a job description. The referral must list your name on his/her online application.