

ATTACHMENT NO. X-D: Employee Referral Program

Potential motion: Move to approve the Employee Referral Program

Recommended action: Approve the motion.

Hiring and retaining good staff members has become increasingly more challenging. Currently we are short bus drivers to start our year. We also need to grow our pools for subs in all facets across the district. We have been working with Laurie Miller from Human Resources and Benefits Solutions to be proactive and creative to attract employees to fill our needs. One recommendation is to offer a Referral Reward Program for our employees. This would provide a monetary reward of \$250 for a referral of an employee that is hired in a permanent position and another \$250 if that person stays with us for six months. This would not include substitute pools.

\$500 Referral Reward Program North Boone #200

Refer a Friend, Make some Cash!

Seeking:

School Nurses



Bus Drivers



Paraprofessionals



If you refer a friend and they are hired by the district you get
\$250

Six months later, if the referred employee is still working for
North Boone – you will be rewarded with another **\$250**.

Call: 123-456-7890

Email: emailaddress@company.com

North Boone Recruiting Plan

Recruiting Objective	Bus Drivers 1-2 Immediately	Pool of Subs
	Substitute Teachers	10-15 Pool
	Paraprofessionals	20

I. Develop Internal Referral Rewards Program

- A) 2HB Develop Program & Flyers
- B) District to Distribute via:
 - i. Employee Text Message
 - ii. Employee Emails
 - iii. Parent Text Alert (unless only for emergencies)
 - iv. Parent Emails
 - v. Give Students to Take Home

II. Recruiting Flyers by Job including:

- A) Type of work, hours, salary range, etc.
- B) Potential for Insurance

III. Recruiting Video

- A) Interview current employees
- B) 2- minute video
- C) Spliced to 30-sec sound bites for FB

IV. Signage & Flyers

- A) Large Sign at All Schools & District Office
- B) Roadside (political size) signs
- C) Flyers placed at local businesses

V. Ads

- A) Belvidere & Rockford Papers
- B) On-line - Facebook, Indeed & Monster
- C) Church Bulletins
- D) Flyer at all School Extra-Curricular Events

VI. Job Fair

- A) Host Job Fair (Each School? Central Location?)
- B) Offer a nice door prize to attendees who complete an application.



Human Resources
& Benefits Solutions
A Miller Services Inc. Company