

# HELP

Hire Exceptional  
Laboratory Professionals

Return to Travis Spurgeon  
Mail Stop 3112

## Referral Bonus

You can earn an incentive bonus for referring the ideal job candidate to Idaho National Laboratory!

The Hire Exceptional Laboratory Professionals (HELP) Referral Program is one way to help alleviate the critical staffing needs of our business. And, it rewards those who are instrumental in helping bring new talent to the laboratory.

You will be awarded an incentive bonus if the candidate you refer is hired into a position that is in need of HELP. If INL hires your referral within 365 days, you will receive a referral bonus of \$1,000, or up to \$2,000 for highly specialized positions. More details inside.

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# HELP

Hire **Exceptional**  
Laboratory Professionals



*HELP the laboratory.  
HELP yourself.  
HELP with the vision!*

**INL** Idaho National Laboratory

**Referred candidate information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Job posting number: \_\_\_\_\_

Date received in Human Resources: \_\_\_\_\_

**My information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mail Stop: \_\_\_\_\_ S Number: \_\_\_\_\_



**HELP Referral Program**

The ideal candidate for a job at INL might be someone you know. A friend or colleague from a previous employer, educational institution, business association or professional society could be the perfect applicant for an INL position. By referring a candidate who is ultimately hired in response to a specified job posting, you can receive an incentive bonus.

Positions that generally require national or international recruiting efforts will be identified as HELP-eligible. The following typical job classes are eligible for a \$1,000 referral bonus:

- line manager.
- project manager.
- relationship manager.
- R&D scientist/engineer.
- engineer.
- technical operations specialist.

Special campaigns may be held periodically and referral bonuses up to \$2,000

awarded for strategic positions. A job posting will clearly indicate whether it is eligible for a HELP bonus.

Your referral can be made in response to a specific job posting or as a general referral for someone who might be a good fit at INL in the future. Either way, there are three options for making referrals, which could mean an incentive bonus for you:

1. Ask the applicant to indicate your name when applying for a position via the INL.gov Careers section by selecting the employee referral option.
2. Fill out and mail the handy tear-off postcard portion of this brochure, or return it to an HR representative or recruiter.
3. Submit the name of your referral in an e-mail message to your specified recruiter, including the person's work specialty, expertise, résumé, etc.

If your referred candidate is hired by INL within 365 days, you'll be notified and rewarded. Your incentive bonus, minus applicable taxes, will be awarded within 30 business days of the date your referral starts work at the laboratory.

Find out more about the HELP Referral Program on the Staffing & Recruiting Web page. Certain restrictions apply. You must be an INL/BEA employee to participate in this program.