



Finder's Fee Program

Choices In Community Living supports all employees to take an active role in recruiting quality employees for our agency. A Finder's Fee will be paid to CICL employees whose referral for employment is hired and stays employed for 90 days, six months and one year.

The following steps outline the process:

- 1) Candidates must mention on their application that they were referred by the CICL employee or fill out the Finder's Fee section in the processing packet.
- 2) CICL employee completes an Employee Referral Finder's Fee request and sends it to the payroll department. This must be completed prior to the candidate becoming an employee.
- 3) Candidate is hired and remains employed by CICL. See table below for the time periods and associated Finder's Fee pay out.
- 4) Finder's Fees do not apply to re-hired employees.

Staff Classification	Completion of Initial Orientation	90 Days of Employment	Six Months of Employment	One Year of Employment
All Positions and Classifications	\$100.00	\$250.00	\$100.00	\$100.00

GUIDELINES

- Must be an active CICL employee.
- Finder's Fee will be paid on the employees next regular paycheck following the date of each milestone.
- There is no limit to the number of candidates an employee can refer.
- Only one Finder's Fee will be paid for each referral (first come first serve applies if multiple referrals are received for the same candidate).
- Candidates hired as substitutes in unscheduled positions are not eligible for referral fee payments.
- Finder's Fee payments are taxable income.
- Human Resources staff are excluded from participating in the Finder's Fee program.



Finder's Fee Request Form

Candidate/Applicant Name: _____

Date of Referral: _____

Employee's Relationship to Applicant: _____

Reason for Referral/Comments about Applicant

Employee's Name: _____

Date form completed: _____

Please submit this form to the Payroll Department. Preferred method email/scan to bweneck@cicloh.com. Or fax to attention Payroll at 937-898-3553. Or drop/mail to 1651 Needmore Rd., Dayton, OH 45414.

If you have any questions, feel free to contact Payroll at 937-898-2220 extension 119.

FOR OFFICE USE ONLY

Hire Date: _____

Eligibility Dates:

Orientation Completion:	_____	\$100.00	Paid Date:	_____
90 Days:	_____	\$250.00	Paid Date:	_____
6 Months:	_____	\$100.00	Paid Date:	_____
1 Year:	_____	\$100.00	Paid Date:	_____