



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 and no later than 30 days after the date of hire.
- 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:	_____