



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
EMPLOYEE RECRUITMENT INCENTIVE

The **Referring Employee Information** must be provided to Human Resources **before** the new hire's first day of work. Please read page two (2) of this form for the Program Guidelines and eligibility criteria.

NEW EMPLOYEE INFORMATION

Full Name: _____ ID Number (if available): _____

Department/School Name: _____

Position Title: _____

I certify that the Referring Employee named below was influential on my decision to apply and secure a position with The School District of Osceola County, Florida.

New Employee's Signature

Date

REFERRING EMPLOYEE'S INFORMATION

Full Name: _____ ID Number: _____

Department/School Name: _____

Position Title: _____

OFFICE USE ONLY

Date Received in HR: _____

HR Records: _____

New Employee
Start Date: _____

New Employee
90-Day End Date: _____

Target
Payment Date: _____

Date Submitted
for Payment: _____

Date Notification Issued
to Referring Employee: _____



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Program Guidelines

- 1) Employees, as defined and outlined in their respective bargaining agreement, are eligible to receive the Employee Recruitment Incentive. Administrative level, Human Resources personnel, and managers or supervisors with hiring authority over referred/recruited candidates are not eligible.
- 2) The recruitment incentive must represent the candidate's first contact with Osceola District Schools. Temporary, summer, contract and former employees of Osceola District Schools are not eligible candidates for recruitment incentives.
- 3) To be eligible for an incentive, the Employee Recruitment Incentive form must be submitted to Human Resources before or during the onboarding session and must include the Referring Employee Information.
- 4) Once a recruited employee is hired and completes 90 calendar days of service, the employee designated as the recruiter's name will be submitted to the payroll department by Human Resources to receive payment of the recruitment incentive.
- 5) The referring employee must still be employed by Osceola District Schools during the hired candidate's first 90 days of employment in order to receive payment.
- 6) Any disputes or interpretations of the program will be handled through Human Resources.

Please submit this form to:
employeerecruitment@osceolaschools.net