



THE UNIVERSITY OF  
**CHICAGO**  
MEDICINE &  
BIOLOGICAL  
SCIENCES

## Department of Surgery Staff Referral Program

The Department of Surgery is always looking for good people, and you can help. Research has shown that new hires that come into an organization through employee referrals are excellent contributors, stay with the company longer, and are a more cost-effective recruit. That's where you come in!

If you know someone that would be a great addition to The University of Chicago Department of Surgery team and they meet the qualifications for one of our "hard-to-fill" positions, it may be worth up to \$2,000!

Encourage qualified candidates to apply for the opportunity on [UChicago Jobs](#). In order to be eligible for the staff referral bonus, the position must be deemed "hard to fill", and the candidate must list your name as the referral during the application process. Please be sure to read the Program Rules below carefully.

### Referral Payment

If your referred candidate is hired, you will be awarded half the bonus amount in the pay period following the individual's hire date, and the other half in the pay period following the individual's first anniversary with the Department of Surgery!

### Program Rules

1. Referral Eligibility: All benefits-eligible Department of Surgery staff actively on the University of Chicago payroll, except Human Resources personnel, Section Administrators, and Directors are eligible to refer candidates. Must remain actively employed in the Department of Surgery, in good standing, and meeting or exceeding performance expectations as defined in your annual performance assessment as of each payout date.
2. Applicant **must** list your name as the referral during the application process on [UChicago Jobs](#). The candidate will be specifically asked about a referral during the application process.
3. A referral payment will not be paid to a staff member if the candidate is currently employed with the Department of Surgery.
4. Only candidates who meet the qualifications for the position will be considered.
5. All candidates will be evaluated for employment consistent with The University of Chicago and Department of Surgery policies and procedures.
6. All information regarding the hiring decision will remain strictly confidential.
7. All payments are subject to applicable tax laws.
8. Any disputes or interpretations of the program will be handled through Surgery Human Resources and Academic Affairs.