



FREQUENTLY ASKED QUESTIONS - REFERRAL INCENTIVE

Q4 Can I refer someone to any job to receive the referral incentive?

- A. Only full-time positions are eligible for referral incentives. Temporary or part time positions are not eligible for referral incentive.

Q5 What is the referral incentive amount?

A. The referral incentive amount is a total of \$400 paid out in two installments. The payout is subject to, and reduced by, all ordinary lawful and applicable wage withholdings.

- The first payout of \$200 will be paid out upon successful hire of the applicant in the second full pay period after start date of the new hire.
- The second payout of \$200 will be paid in the first full pay period upon successful completion of probation.

Q6 How will I know if I am eligible for referral incentive?

A. Once the external new hire has started employment with the County, the eligible employee will be notified about the referral incentive via an email.

Q7 Will I be eligible for the referral incentive even if I refer a family member that lives with me?

A. Yes, the referral incentive is not restricted to only non-family members.

Q8 Will I be eligible for the referral incentive if the applicant I am referring worked for Orange County Government in the past?

A. Yes, a previous employee is eligible for this process.

Q9 Will I receive the referral incentive if I refer more than one applicant? Is there a maximum amount?

A. Yes, as long as the eligibility criteria is met you will receive the incentive. There is no maximum limit on number of referrals.

Q10 If my employment ends prior to my second pay out, will you send me a check?

A. No, to receive the payout, you must be an active employee at the time of the payout.



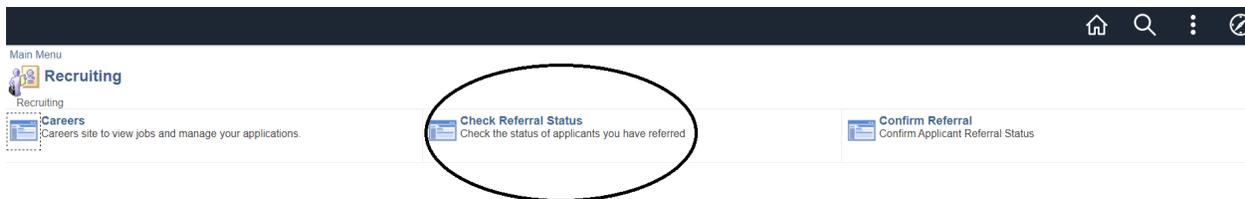
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Q11 If the applicant that I refer forgets to add my name on the application or spells it wrong, can someone add it manually or fix it prior to hiring?

A. No, per the incentive guidelines, the referring employee must be identified by name and email address at the time of application in order for you to receive the incentive. The referring employee needs to log into MyOCPortal and confirm the referral to be eligible for the incentive.

Q12 How can I check the status of my referral status?

A. You can check the referral status by logging into MyOCPortal → Self Service → Careers → Check Referral Status



Q13 Whom do I contact if I have questions related to a referral incentive?

A. Please feel free to reach Human Resources at 407-836-5661 for any questions related to referral incentive.

Q14 Where do I find more information about this program?

A. The guideline document is available on the HR page of the intranet on the Jobs and Pay Section. Please refer the document for details about the program.

Q15 How long does it take to process a referral payment?

A. The first referral payment will be done in the second pay period after the new hire starts employment with the County. The second installment will be paid in the next pay period after successful completion of probation.

Q16 Can I refer someone for an internship?

A. Temporary positions are not eligible for referral incentives so Intern positions are not eligible for referral Incentive.