CTY Employee Referral Program
Targeted Referral Guidelines

CTY IS OFFERING A $150 REFERRAL AWARD FOR TARGETED POSITIONS AND COURSES.

This year, there are two ways to make referrals. General referrals are names and contact information that you provide CTY. Targeted referrals take this a couple steps further and involve you recruiting an applicant and making sure he or she sends us an application for one or more targeted positions. Visit http://cty.jhu.edu/jobs/summer/referral.html to access either form electronically. Only targeted referrals are eligible for the referral award.

Am I eligible to participate in the employee referral program? If you have worked for CTY in a previous summer and completed the full terms of your most recent contract, or if you are contracted for the current summer, you are eligible for the award program. Current and former full-time, part-time, and casual employees of CTY are not eligible.

Whom should I seek in order to benefit from the award program? Please refer a qualified candidate who has not previously applied to or worked for CTY Summer Programs.

What are the conditions? You must get the candidate to submit an employment application and send us a Targeted Referral Form. If hired, the candidate and you (if you are contracted with CTY for the current summer) must also complete the full terms of your contracts.

How much will I be paid and how? We are offering $150 for each successful referral (with a $300 cap) each hiring season. The award will be processed in late August following the completion of the summer programs, and checks will be sent by the end of October. This money is taxable income.

How do I start? Complete or have your colleague complete the reverse side of this form, and have your colleague mail or fax us the form after submitting his or her employment application. The Targeted Referral Form must be submitted by the referred candidate. General and Targeted Referral Forms can be found online at http://cty.jhu.edu/jobs/summer/referral.html.

Targeted positions:

- Site Director
- Academic Dean
- Dean of Residential Life
- Dean of Students
- Academic Counselor
- Office Manager
- Site Nurse
- Health Office Manager
- Health Director (New York EMT certification required)
- Health Assistant
- Instructor for any Science, Math, or Computer Science course
- Instructor for Cognitive Psychology (COGN)
I. REFERRER INFORMATION

Name
Address* Street:
City: State: Zip:
Phone Home: ( ) Cell: ( )
E-mail
*Address for tax purposes.

II. REFERRED CANDIDATE INFORMATION

Name
Phone Home: ( ) Cell: ( )
E-mail
Position*
*Must be one of the targeted positions listed on the previous page.

III. AWARD STATUS

Referring Employee
Contract (most recent) Year: _____ Site: _____ Position: __________ Session: _____
☐ Contract terms met
☐ Contract terms not met

Referred Candidate
☐ Not offered
☐ Refused offer
☐ Contracted previously Year: _____ Site: _____ Position: __________ Session: _____
☐ Contract terms met
☐ Contract terms not met
☐ Award processed: (date) __________

This completed form must be mailed or faxed by the referred candidate to:
CTY Summer Programs, 5801 Smith Avenue, McAuley Hall, Ste 400, Baltimore, MD 21209
410-735-6185 / Fax 866-345-3731