

**Employee Relations**

Office of Human Resources  
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**RE: CLASSIFIED EMPLOYEE REFERRAL PROGRAM**

Effective January 2023, employees are eligible to receive a \$500.00 referral bonus for referring a candidate for employment in any benefits eligible Classified position. Referrals must be submitted in Oracle prior to the candidate submitting an application. Instructions on how to submit are at the link below.

[Oracle Recruiting - Employee Guide with Step-by-Step Instructions to Refer a Job Candidate](#)

The bonus will be awarded once the referred candidate has been hired and has worked 90 days. Former employees are not eligible to be referred in this program. Referral bonuses will not be paid retroactively. Hiring managers, hiring committee members, Human Resources, and the District Leadership Team are not eligible to receive a referral bonus.

For questions, please contact Employee Relations at [humanresources@cherrycreekschools.org](mailto:humanresources@cherrycreekschools.org) or 720-554-4328.