



**FOR INTERNAL RELEASE**

Revised May 23, 2024

## Referral Bonus Program Guidelines

- Three Consecutive Workdays of Administrative Leave
- Up to Nine Workdays of Referral Bonus leave in a rolling year

### How It Works:

- **NMDOT employees are encouraged to refer external applicants for posted NMDOT positions.**
  - For purposes of the Referral Bonus Program, “external applicant” means an applicant that is not currently an NMDOT employee.
- **If a referred external applicant is hired through the normal recruitment process, the referring NMDOT employee may receive a three-consecutive-workday administrative leave Referral Bonus.**
- **For an NMDOT employee to receive a Referral Bonus, the referred applicant must complete Step 7 of the State of New Mexico job application as follows:**
  - Respond to the “How did you learn of the job?” prompt by choosing “Current NM Employee” from the drop-down menu.
  - Enter a single referring NMDOT employee’s name in the “Specific Referral Source” window. See example below.

**Step 7 of 8: How did you find out about us?**

**Referrals**

\*How did you learn of the job?

Specific Referral Source

- **Referring NMDOT employees should provide this link to applicants they refer:**  
<https://www.dot.nm.gov/careers/>.  
**Links to available NMDOT jobs and instructions for completing Step 7 of the application can be found there.**

## **Eligibility:**

- All NMDOT employees are eligible for a Referral Bonus, except Executive staff, Communications staff, and Human Resources staff, and as otherwise provided below.
- NMDOT employees are only eligible for the Referral Bonus if:  
(1) they refer an external applicant for a posted NMDOT position, (2) they in no way influenced or attempted to influence the selection or hiring process, and (3) the external applicant is hired through the normal recruitment process.
- An NMDOT employee is only eligible for the Referral Bonus if their name is entered in the “Specific Referral Source” window in Step 7 of the State of New Mexico job application.
- If more than one NMDOT employee’s name is entered in the “Specific Referral Source” window, none of the identified employees will be eligible for a Referral Bonus.
- An NMDOT employee may receive no more than 9 workdays of Referral Bonus administrative leave in any rolling one-year period.

## **Required Conditions for Awarding of Referral Bonus:**

1. The referring NMDOT employee shall refer the external applicant voluntarily, on their own time, and not during their normal work hours.
2. Other than referring the external applicant, the referring NMDOT employee shall not influence or attempt to influence the interviewing, selection, or hiring of the referred applicant. For example, this means that the referring NMDOT employee shall not participate in the applicant screening or interview process, shall not act as the hiring manager, and shall not encourage employees engaged in the selection or hiring process to select the referred external applicant.
3. The hiring manager and interview panelists shall have no information about the identity of the referring NMDOT employee at any time during the recruiting, interviewing, selection, or hiring process.
4. The referring NMDOT employee, the hiring manager, and the interview panelists shall sign an RBP Attestation Form acknowledging the applicable conditions have been met.

## **Referral Bonus Parameters:**

- The NMDOT Referral Bonus Program will go into effect September 30, 2023. Referral Bonuses will not be awarded retroactively and will only be available for relevant hires made after this effective date.
- NMDOT employees who meet the specified criteria will be awarded three days of Referral Bonus administrative leave within two months of the new hire’s start date.
- Each Referral Bonus must be taken on three consecutive workdays and within one year of being awarded. Supervisors are responsible for ensuring these conditions are met.
- No NMDOT employee may receive more than nine workdays of Referral Bonus administrative leave in any rolling one-year period.
- Referral Bonus administrative leave must be taken consistent with the NMDOT’s Absence and Leave policy, AD 649.

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