

EMPLOYEE BULLETIN

Message From the
Human Resources
Director

NAVFAC Hawaii
'Ohana,

We have something
new and exciting to
share with you.

It is with pleasure that
I announce the
command may offer a
monetary referral
bonus to eligible
NAVFAC Hawaii
employees! Please
read this bulletin in its
entirety for more
information.

The intent of the
referral bonus is to
incentivize current
NAVFAC Hawaii
employees to refer
candidates for
employment in our
mission critical
vacancies.

The referral bonus is
available now and we
encourage you to
spread the word that
NAVFAC Hawaii is
hiring.

Please talk to your
supervisor if you have
any further questions.

Aloha,
Dave Pedersen

NAVFAC Hawaii Referral Bonus

Jordan PeBenito, BD133

Background

NAVFAC Hawaii has restored an incentive tool in order to attract and retain a high quality workforce. The referral bonus is a monetary award provided to employees who bring new talent into the command. This bonus is available to employees whose referral results in a selection of a new employee to the Navy and successful employment at NAVFAC Hawaii. The Referral Bonus is a \$500 monetary award.

Eligibility Criteria

Current NAVFAC Hawaii employees are eligible to receive a bonus if they refer a candidate who is newly appointed to the Department of the Navy and is selected and successfully employed in a **hard-to-fill, mission critical position** as long as they are not:

- A relative of the recruited candidate; or
- The hiring manager, selecting official, or involved in the process of filling the position; or
- Someone with regular functions associated with command recruitment outreach (e.g., recruiters, job fair attendees, college recruitment events, etc.)

Procedures/Responsibilities

1. Candidate:
 - a. Submits resume to NAVFACHROHAWAII@navy.mil or in-person at NAVFAC HRO Hawaii, Bldg. X11.
 - b. The resume must include the name of the referring employee (sponsor). Failure to annotate this upon initial submission will make the referral ineligible for consideration of this bonus.
2. Employee (Sponsor):
 - a. **After the Candidate is appointed**, the Sponsor will submit the Referral Award Form to NAVFAC HRO Hawaii at NAVFACHROHAWAII@navy.mil.
3. HRO:
 - a. Receives the Referral Award Form and validates the information.
 - b. NAVFAC HRO, Hawaii will notify the BLL/SLL (gaining code) to process the Award Nomination Form.
4. BLL/SLL/DOPS or Unit of Action Equivalent
 - a. The BLL/SLL/DOPS or Unit of Action Equivalent completes the Award Nomination in the Award Manager web tool

Receipt of Award

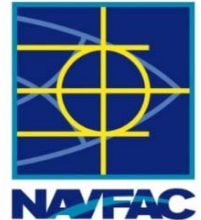
The referral bonus is a **\$500 monetary award and will be paid in lump sum after the Candidate has been on board for at least 6 months** and has demonstrated a satisfactory level of performance. Referral bonuses may not be split amongst employees and there shall be only one award per accession.

Questions

If you have questions, please contact Heather Scanlan, Human Resources LER Assistant, at 808-471-2550 or heather.scanlan@navy.mil

Enclosure (1) NAVFAC Employee Referral Award Form—

https://hub.navy.mil/webcenter/content/conn/WebCenterSpaces-ucm/uuid/dDocName:ID_2859237



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