



★ EMPLOYEE REFERRAL INCENTIVE PROGRAM ★

You Know Someone Amazing. Help Us Find Them.

Refer someone from outside DFA to an open position — if they're hired, you earn **paid administrative leave**. It's that simple.

3

ADMIN LEAVE DAYS
PER SUCCESSFUL HIRE

Refer **3 people** → Earn **9 days**
off!

Almost two full work weeks — earned just by sharing!

9

MAX DAYS PER
ROLLING YEAR



HOW IT WORKS

- 1 **Share the DFA Careers link** so your contact can see open positions:

nmdfa.state.nm.us/human-resources-bureau

- 2 **Tell them to name you in Step 7** of the NM job application. They select "Current NM Employee" and type your name:

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

How did you learn of the job?

Current NM Employee ▼

Specific Referral Source

Your Name Here

- 3 **They join the team — you get rewarded!** Your supervisor credits 3 consecutive paid admin leave days within 2 months of their start date. Leave must be used within 1 year.



WHO CAN JOIN?

- ✓ All **current DFA classified employees**
- ✓ For any **posted DFA position**
- ✓ Referral must be **external** to DFA classified service
- ✓ Completely **voluntary** — no pressure!
- Excludes: Executive, Communications & HR staff
- Cannot influence the selection process for your referral
- No retroactive awards — program effective date applies

Great teams are built by great people finding other great people.
Your next referral could be 9 days of extra rest!



SHARE ON SOCIAL!

Don't know anyone right now? **Post our job openings online** and help your whole network discover DFA. More reach = more great candidates = more chances to earn your days off!



Post the DFA Careers Link

Share

nmdfa.state.nm.us/human-resources-bureau on LinkedIn, Facebook, or anywhere your network hangs out!



Tag Someone Who'd Be Perfect

Spot a job that fits someone in your network? Tag them directly!



Remind Them: Step 7 Counts!

Direct referrals must enter your name in Step 7 of the NM application or you won't receive credit.



Brag About DFA!

Share the real benefits, mission, and culture that make DFA a special place to work.