

## **Employee Referral Program Guidelines**

Our company is always looking for talented people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors and tend to stay with the company longer. This is where you come in! If you know someone who would be a valuable addition to our company, whether for an existing or future job opening, and they are hired, you will be eligible for our Employee Referral Program Incentive. The current incentive is \$500.00. Refer all candidates to Human Resources using the attached Candidate Referral Form.

### **Guidelines**

1. All employee referrals should be submitted directly to the HR Department in order for the employee to be credited for the referral and to have the referral properly and timely documented (time and date stamped).
2. The referring employee communicates to their non-employee candidate to apply for the job online and list the referring employee's name as the source for how they found out about the job. No paper job applications will be accepted.
3. HR will determine if the employee referral meets minimum qualifications for the submitted job. Candidates submitted for temporary positions and re-hires with the company are not eligible for the program.
4. HR will establish a goal, i.e. 3 business days, in which the candidate will be contacted and potentially phone screened. The referring employee is advised by HR that contact was made.
5. If an employee referral is not selected for the job but later hired for another position, the referring employee will become eligible for the employee referral incentive in place at the time of the referral's hire. Employees can refer candidates for positions that are not open at a point in time.
6. The first employee to refer the candidate will be the only person eligible for the incentive and/or other prizes.
7. The referring employee understands that his/her name may be used in initiating contact with the candidate. Any information from the hiring process is considered confidential and will not be divulged to the referring employee.

8. Any disputes and questions about the Employee Referral Program will be handled by the Human Resources Department. The company reserves the right to change or terminate the program.

9. While all levels of employees are eligible to participate, those employees with direct hiring authority for the position will not be eligible for the incentive(s). Additionally, the following employees may submit candidates for employment but will not be eligible for the incentive(s).

- Human Resources
- General Manager / Branch Manager / Director and above

10. A referring employee who is no longer an employee at the time the incentive(s) are paid will not be eligible for said incentive(s).

11. Temporary or agency employees are not eligible for employee referral incentive(s).



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