



EMPLOYEE REFERRAL REQUEST FORM

<p><u>PROGRAM PROCESS:</u></p> <ol style="list-style-type: none"> 1. Refer new/potential candidate, with the experience posted on the job opening. <i>Employee Referral: It is an internal recruitment method employed by the organization to identify potential candidate from their existing employee's internal or social network.</i> 2. The successful referral will require the candidate accept a full-time qualifying position. 3. The Human Resources Dept. must receive this <u>completed</u> form with signatures, when the candidate is hired. 4. The incentive allowance will be paid after a probational six (6) months of successful employment by the hired candidate, based on their hire date. 5. When the probationary period is complete, a check request for the applicable referral fee will be submitted to Payroll by the Human Resources Dept. 6. The fee will be paid on the next pay date, in accordance with payroll schedule. <p>Referral Payment Eligibility Date: _____</p>	<p><u>PROGRAM GUIDELINES:</u></p> <ol style="list-style-type: none"> 1. We are growing both in volume and demand. This fact, combined with a positive forecast for the local construction industry, means that identification and acquisition of dynamic candidates is essential. 2. Great candidates must possess the technical knowledge and the interpersonal skills necessary to successfully communicate with clients, vendors and most importantly our Team. 3. Both the current and new employee must be employed at time of award payment. 4. The following positions qualify for the Employee Referral Program: (Please check applicable position) <ul style="list-style-type: none"> <input type="checkbox"/> Superintendent: \$5,000.00 <input type="checkbox"/> Assistant Superintendent: \$2,500.00 <input type="checkbox"/> Project Manager: \$4,000.00 <input type="checkbox"/> Senior Estimator: \$5,000.00 <input type="checkbox"/> Sr. Project Engineer: \$3,000.00 <input type="checkbox"/> Project Engineer: \$2,500.00
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CANDIDATE/HIRED EMPLOYEE INFORMATION	REFERRING EMPLOYEE INFORMATION
Name:	Name:
For what position are you referring this candidate?	Title:
Project & Location:	Project & Location:
Cell Phone #:	Cell Phone #:
Email:	Email:
How do you know this candidate?	Referring Employee Signature: Date:
Hire Date: (HR ONLY)	Supervisor Signature: Date:
Human Resources Signature: Date:	President: Date: