



## Employee Referral Program

MAXIMTRAK is always looking for good people, and you can help. Research has shown that new hires that come into a company through employee referrals are excellent contributors, stay with the company longer and are a more cost effective recruit.

**That's where you come in. If you know someone who would be a good addition to the Company and they meet the qualifications for an existing open position, it may be worth Three Thousand (\$3,000.00) Dollars if you refer them for employment and they are hired.**

All you need to do is refer candidates who meet the qualifications using the Candidate Referral Form. If your candidate is hired you will be awarded Three Thousand (\$3,000.00) Dollars which will be paid out to you in two (2) installments. The first installment in the amount of One Thousand Five Hundred (\$1,500.00) Dollars will be paid within thirty (30) days after their start date. The second installment in the amount of One Thousand Five Hundred (\$1,500.00) Dollars will be paid in the pay period after they have completed six (6) months of employment as long as you are both employed with the Company.

### Program Rules

1. To be eligible for an award, please forward any resumes with the completed Candidate Referral Form to the hiring manager and Sue Patten, Human Resources at [spatten@maximtrak.com](mailto:spatten@maximtrak.com).
2. All Company employees, except Director level and above and managers with hiring authority over the referred candidates, are eligible to refer candidates.
3. The referral date cannot be earlier than the date the job requisition is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
4. The referral must represent the candidate's first contact with the Company. Temporary, summer, contract and former employees of the Company are not eligible candidates for referral award.
5. The referring employee must agree to have his/her name used for introduction.
6. The first employee to refer a candidate will be the only referring employee eligible for payment of an award so please be sure to send all candidates directly to the hiring manager and Human Resources so we can keep track of the candidates.
7. Only candidates who meet the essential qualifications for the position will be considered.
8. All candidates will be evaluated for employment consistent with Company policies and procedures.
9. All information regarding the hiring decision will remain strictly confidential.
10. The referring employee must still be employed by the Company in order to receive the referral bonus.
11. All referral award payments will be paid through payroll and have all applicable taxes and withholdings deducted. The first payment will be made within 30 days after the referred employee's first day of employment and the second payment will be made in the pay period after the employee has completed six (6) months of employment.



### Employee Referral Form

Candidate's Name:		Manager Submitted To:	
Job Title:		Referral Date:	

Referring Employee's Name:		Work Phone:	
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I have read and understand the Company Employee Referral Program Rules.

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Referring Employee's Signature

Date

Send this form, along with candidate's resume to the hiring manager and Sue Patten @spatten@maximtrak.com

**FINANCE USE ONLY:**

Referred candidate's name			
Referred candidate's hire date			
Target date for 1 <sup>st</sup> payment (Within thirty (30) days of hire date)		Date Paid	
Target date for 2 <sup>nd</sup> payment (First pay after six (6) months of employment)		Date Paid	