

# **EMPLOYEE REFERRAL PROGRAM**

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## **“HELP A FRIEND, HELP YOURSELF” Alfa Services USA, Inc.**

Alfa Services USA, Inc., (hereinafter “Alfa Services”) Employee Referral Program provides a monetary incentive for existing employees to refer qualified external candidates that are hired for “difficult to fill” position. The career positions included in the program, in alphabetical order, are:

- Software Engineer

All Alfa Services career staff employees, by following the procedures established is eligible with the following exceptions:

- Human Resource employees
- Supervisory/Management positions within the reporting chain of the bonus eligible job opening

### **ELIGIBLE CANDIDATES**

Only external candidates are eligible for consideration. Temporaries & contractors on assignment to Alfa Services are considered internal. Former Alfa Services employees or contractors are eligible if it has been more than six months since their break in service with Alfa Services. External candidates who have previously applied *and* are in an active status in the Alfa Services applicant tracking system may be eligible if they are referred for a specific position(s). Recruited resumes obtained either via job fairs or advertisements are not eligible.

Referrals will be honored for six months from the original referral date.

### **BONUS AMOUNT**

A \$1,000 bonus will be paid to eligible employees after 6 months of hire when the following criteria have been met:

- Referring Alfa Services employee must be employed at time of referral and time of payments.
- Referred applicant must be Alfa Services employed at time of payments.

### **PROCEDURES**

Employees must follow the described procedures to submit a referral for an open position to be eligible for the program. The referral information (see below) must be submitted prior to the date of hire, with specific requisition numbers listed. The completed Employee Referral Program document must be submitted separately by the referring Alfa Services career employee to:

**Alfa Services USA, Inc.  
Attn: HR (Employee Referral Program)  
32-27 150<sup>th</sup> Place  
Flushing, NY 11354**

**Start: 1/27/2012  
End: 2/3/2012**

Employees participating in the program should be aware that referral bonuses are considered income and are subject to appropriate taxes. Employee Referral Program bonuses are charged to the department that hires the referred individual. Human Resources will initiate the bonus payment process after an eligible referred candidate has been hired and has been employed for the required amount of time.