



## **Employee Referral Bonus Program**

Navitas is always looking for great people, and you can help. Research has shown, and our own experience supports, that hires who come into our organization through employee referrals are excellent contributors, stay with us longer and are more cost effective to recruit. If you know someone who you think would be a great addition to our organization and they meet the qualifications for an existing open requisition, it will be worth \$500.00 if you refer them for employment and they are hired.

Refer candidates who meet the qualifications to our HR department using the attached Candidate Referral Form, also located on the U:\Public\Company Forms and Documents under Employee Referral form. If your candidate is hired you will be awarded \$500.00 (less taxes) within 90 days of their hire date!

The referral bonus program has very few rules:

1. The referral must represent the candidate's first contact with our organization. Temporary contract and former employees are not eligible candidates for referral.
2. To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form and a resume or employment application, both of which are posted under U:\Public\Company Forms and Documents.
3. Once a referral is hired and completes 90 calendar days of service, the employee responsible for the referral will receive the referral bonus.
4. The first employee to refer a candidate will be the only referring employee eligible for payment.
5. All candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.



Candidate Referral Form:

Job Title:

Candidate's Name:

Referral Date:

Resume attached: (including contact information)

Referring Employee's Name:

I have read and understand the Referral Program Rules.

\_\_\_\_\_  
Referring Employee's Signature

\_\_\_\_\_  
Date

Send this form, along with candidate's resume to HR.