

## **Employee Referral Bonus Plan:**

If you directly know someone who you think would be a great addition to Southern Mutual Church Insurance Company and they meet the qualifications for an existing open position, it will be worth \$500.00 if you refer them for employment and they are hired.

Refer Full Time candidates who meet the qualifications to [employment@smcins.com](mailto:employment@smcins.com) using the attached Candidate Referral Form, this form is also available on the Employee Portal. You may also turn in the Candidate Referral Form along with your referral's resume to Dayna Cousins in Human Resources. If your candidate is hired you will be awarded \$250.00 upon hire (less taxes) and \$250.00 (less taxes) when your employee referral reaches 90 days of full time employment.

### **Guidelines:**

1. Officers, Management and Human Resources employees are excluded from receiving referral bonuses.
2. The referral bonus will not apply to former employees reapplying to Southern Mutual Church Insurance Company.
3. The first employee to refer a candidate will be the only referring employee eligible for payment.
4. 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: \_\_\_\_\_

Length of time you have known the candidate you are referring: \_\_\_\_\_

I have read and understand the Referral Program Guidelines.

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**Referring Employee's Signature**

**Date:**

Send this form, along with candidate's resume to:  
[employment@smcins.com](mailto:employment@smcins.com)

You may also deliver this form along with candidates resume directly to  
Dayna Cousins in Human Resources.