



Employee Referral Program

Current Employee Name:

Date:

Referral Name:

Referral Phone Number:

Please complete and submit with resume attached.

Conditions and Requirements:

- Eligible employees must complete and submit this Employee Referral Form and candidate resume to a member of the RS/VBO Human Resources team.
- In instances where the same candidate is referred by more than one RS/VBO employee, the date of the first referral will be used to determine which employee is eligible for the referral bonus.
- Current employees who submit a referral resulting in a new hire will receive a 2-part bonus for each new hire.
- For the 1st, 2nd, and 3rd new hire referred, the RS/VBO employee will earn \$25 when the new hire starts work and another \$25 when the new hire rolls over.
- For the 4th and each subsequent referral, the RS/VBO employee will earn \$50 when the new hire starts work and another \$50 when the new hire rolls over.
- Referral bonuses are not processed for referred candidates that have been previously employed at the VBO.
- Referrals expire 6 months after the date the referral was received.
- The referring employee's bonus will be issued in the first full pay period after the referred employee has successfully met requirements.

FOR HR/MANAGEMENT ONLY

Date Interviewed:

New Hire Given: Yes No

Date referral note entered into Avionte:
