



Employee Referral Form/Policy

Kramer Beverage takes great pride in its recruitment and selection process—a process which resulted in you joining our organization. Our history indicates that one of the best sources for candidates who are likely to meet our rigorous standards, are often located through our existing employees. As part of our recruitment and selection process, we have an employee referral program. Employees of Kramer Beverage are immediately eligible to refer candidates, who, if hired, will result in your receipt of a referral bonus of **\$500** (less taxes) for full-time regular employees. Referrals for seasonal employment are eligible for **\$200** (less taxes).

The referral bonus program has a few rules that must be followed:

1. The candidate must indicate on the application that you referred him/her, and you must complete this Employee Referral Form before interviewing the candidate.
2. When a full-time, regular referral is hired and completes three months of successful service, the referring employee will receive 50% of the referral bonus. After the referral completes six months of successful employment, the employee will receive the other 50% of the bonus. For seasonal positions, the first 50% will be given after 30 days. The final 50% will be given when the referral completes the required seasonal employment length.
3. Human resource department employees and managers to whom a candidate will report are excluded from receiving referral bonuses.
4. If more than one employee refers the same candidate, the date of the earliest referral will take precedence.
5. Relatives of employees are not eligible to be hired for any full-time, regular positions.

If you have a candidate in mind for referral, please complete this form and forward it to Human Resources.

Employee Name: _____ Department: _____

Position Referred for: _____ Department: _____

Name of Candidate: _____

How do you know this candidate?: _____

Why do you recommend this candidate for employment with Kramer Beverage?:

I have read and understand the Company's Employee Referral Policy. I feel that this individual will be a successful match for the needs of Kramer Beverage.

Signature of Employee: _____

Date: _____