



Employee Referral Form/Policy

Kramer Beverage Company takes great pride in its recruitment and selection process—a process which resulted in you joining our organization. Our past 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. Thus, as part of our recruitment and selection process, we have implemented a new 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 in the amount of \$250 (less taxes) for full-time regular employees. Referrals for seasonal employment are eligible for \$100 (less taxes).

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

1. The candidate must indicate on the application that he/she was referred by you and this Employee Referral Form must be completed prior to interviewing the candidate.
2. Once a full-time regular referral is hired and completes 3 months of successful service, the referring employee will receive 50% of the referral bonus. After the referral completes 6 months of successful employment, the employee will receive the other 50% of the bonus. For seasonal employment, 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. In the event that the same candidate is referred by more than one employee, the date of the earliest referral will govern.
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 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 Company.

Signature of Employee: _____

Date: _____