



Ace Air Conditioning Employee Referral Bonus Program



At Ace Air Conditioning, we're 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 team **and** they meet the qualifications for an existing open position, it will be worth \$400 (for skilled applicants) if you refer them for employment. **NOTE: Referred applicants must be hired and successfully complete the 90-day probationary period.**

Here's how it works: Refer candidates who meet the qualifications for an open position to our HR department using the attached Candidate Referral Form (also located on the Office Papers drive). If your candidate is hired you will be awarded \$400 for skilled applicants (less taxes) within 90 days of their hire date!

The Referral Program Requirements are as follows:

1. The hiring of a referred employee must occur within six (6) months of the initial referral date.
2. Management and HR employees are excluded from receiving referral bonuses.
3. The referral must represent the candidate's first contact with our organization. Temporary contract and former employees are not eligible candidates for referral.
4. To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form along with a resume or employment application (both of which are available from HR or on the Office Papers drive).
5. Once a referral is hired and successfully completes 90 calendar days of employment, the employee responsible for the referral will receive the referral bonus.
6. The first employee to refer a candidate will be the only referring employee eligible for payment.
7. 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.



Ace Air Conditioning Candidate Referral Form



Job Title: _____

Dept: _____

Candidate's Name: _____

Referral Date: _____

Resume attached (including contact information): Yes No

Referring Employee's Name: _____

By signing below, I certify that I have read and understand the Referral Program Requirements.

Referring Employee's Signature

Date

*** Send this form, along with candidate's resume, to Human Resources ***

*****HR/MGMT USE ONLY BELOW*****

Date rec'd by HR _____

Approval Signature _____

Applicant Hire Date _____

90-day Probationary Period Date _____

Bonus Paid Date _____