

Mariman & Co./QRM

Employee Referral Program Procedures Current Program 10.01.23 through 12.31.23

Description

Mariman & Co./QRM is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to Mariman & Co. or QRM, you may be awarded a referral bonus of **\$500.00** (less taxes) if you refer a candidate and he or she is hired.

Employees must refer candidates to Human Resources through the employee referral program link on Mariman & Co./QRM career page at <https://www.rentqrm.com/careers> or by using the attached candidate referral form.

Program Rules

- All Mariman & Co./QRM employees, except those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Mariman & Co./QRM. Temporary, summer, contract, and former employees of Mariman & Co./QRM are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Mariman & Co./QRM during the hired candidate's first 30 days of employment to receive payment of the referral bonus drawing.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- The first installment of the referral bonus in the amount of **\$200.00** will be paid within 30 days after the referred employee's first day of employment at Mariman & Co./QRM. The

referral bonus balance of **\$300.00** will be paid to the referring employee within 30 days of the individual successfully completing six months of employment.

Candidate Referral Form

Job Title:	Job Location:
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Candidate's Name: Referral Date:

Referring Employee's Name:

Work Phone: Work E-mail:

I have read and understand the referral program rules.

Referring Employee's Signature Date

Attach the candidate's resume or application and submit this form to Human Resources.

<p>INTERNAL USE ONLY:</p> <p>To: Payroll</p> <p>From: Human Resources</p> <p>Charge to Dept:</p> <p>Target Date for 1st installment award payment: (Within 30 days of hire date below)</p> <p>Target Date for balance of award payment: (Within 30 days of the successful completion of six months of service)</p> <p>Referred candidate's hire date:</p>
