

# Expera Specialty Solutions

## Employee Referral Program

**The Employee Referral Program is designed to encourage your assistance in hiring qualified candidates for open positions at Expera.**

### How the Program works

#### What positions are award-eligible?

All open salaried full-time positions are included in the program.

#### How much is the award?

If you refer a candidate for an eligible position and they are hired you will receive a referral bonus of \$500, subject to appropriate tax and withholding requirements.

#### How do I refer someone?

If you know someone who is interested and qualified for an open position at Expera, you should complete the Employee Referral Program Form indicating the title of the open position and submit it to the HR Manager at the location where the job resides.

Applicants who are referred by more than one employee will be credited to the first submission received. If the candidate is hired for the position, or an alternate position, you will be contacted by the HR Department and notified of when you will receive the award.

#### When do I receive the bonus?

You will receive the bonus within 30 days of the candidate's employment date with Expera. Both you and the candidate (new employee) must be employed by Expera at the time the award is paid.

#### Guidelines

- Referrals of current and former employees and retirees are not eligible.
- Student employees and employees working at Expera through a temporary agency or as an independent consultant may not be referred.
- Retroactive submissions are not eligible.
- The Employee Referral Program Form must be received by the HR Department in advance of any other recruiting source advertising for the same candidate.
- The referral of any applicant does not guarantee an interview or job offer. Expera management will be solely responsible for all hiring decisions under the program.
- Expera reserves the right to modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be processed on an individual basis.
- Members of HR, the hiring manager and Company executives are not eligible for the program.

It is the policy of Expera to provide equal employment opportunity to employees and candidates for employment.

## Referral Form

Instructions: Please detach this section and return with the candidate's resume via interoffice mail. As an alternative, you may email the following details to the HR contact and include the resume as an attachment. Either method is acceptable, but the candidate's resume must be included.

Date: \_\_\_\_\_

Title of Open Position  
\_\_\_\_\_

Candidate Name  
\_\_\_\_\_

Relationship to Candidate:

- Previous Co-Worker
  - Friend
  - Family Member
  - Other
- \_\_\_\_\_

Please provide a brief explanation of why you believe this candidate is a good fit for the position and the organization.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your

Name: \_\_\_\_\_

(please print)



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