

New Employee Referral Form

As EBA Engineering continues to experience strategic growth with a goal of 300 employees in the next three to five years, our continued success is predicated on hiring well qualified people who will be successful within our current EBA culture. Past history indicates that one of our best sources of candidates and successful employees, that meet our rigorous standards, are identified by our existing employees. To effectively achieve our growth goals, we are implementing an employee referral program that encourages and rewards employees to identify excellent talent to fill current and future vacancies within the company. Current EBA employees who refer candidates for employment utilizing this form will be eligible to receive a \$1000 payment for each full-time employee hired, a \$500 payment for each part-time employee hired and a \$250 payment for each temporary employee hired. The following conditions and limitations are placed on payment of the referral bonus:

1. No referral bonus are paid for referral of relatives of employees or rehire of previous employees.
2. Human Resource Department employees, principals, officers, associates and managers are excluded.
3. Payment of the referral bonus in two payments of 50% will occur after 90 and 180 calendar days of satisfactory employment with EBA.
4. In the event of multiple referrals of the same candidate by two existing employees, the date of the earliest referral received by HR will earn the bonus.
- 5.

If you have a candidate in mind for referral for a vacant position, please complete this form and forward it to Human Resources. Vacant positions are posted on the EBA internet page under the Careers Tab. If available, please provide resume or information on recommended candidate with Referral Form.

Candidate Information

Candidate Name: _____ Position/s: Recommended: _____

Home/Work Phone: _____ Cell Phone: _____

Preferred Contact Mode: _____

Candidate Name: _____ Position/s: Recommended: _____

Home/Work Phone: _____ Cell Phone: _____

Preferred Contact Mode: _____

Referring Employee Information

Employee: _____ Emp. ID #: _____ Department: _____

Employee Signature: _____ Date: _____

May 18, 2015