



## Talent Referral Program- Process & Guidelines

Air Professionals is always looking for great talented people to join our team.

Thus, as part of our recruitment process, we have implemented a Talent Referral Program.

This Referral Program applies to everyone who refers a candidate to our company, candidates who, if hired, can result in a referral reward amount up to \$5,000 (Pre-Taxes), depending on the position. The reward amounts are different for each position.

Air Professionals past history indicates that one of the best sources for candidates who are likely to connect with our mission and culture are often identified through our employees, Vendors, contractors, consultants and former employees and other connections. Yes, you can help!

What makes Air Professionals special are the work relationships that our employees cultivate amongst each other and with management. Air Professionals wants to duplicate that culture of mentorship and coaching.

Who can be referred? Candidates are eligible for referral provided they are: External candidates that are not currently employed by Air Professionals in any capacity, including temporary, casual, hourly, or student workers.

We ask that everyone keep in mind that this program is provided to help refer candidates that you truly believe will be successful in serving Air Professionals mission, help support unity's vision and can exemplify unity's values. We dissuade anyone who seeks to refer candidates solely for the reward money and not for a true fit for the organization or vacancy.

That's where you come in! Research has shown, and our own experience supports, that new hires who come into an organization through referrals are excellent contributors and stay with the company longer. We are encouraging employees, Vendors, contractors, consultants and former employees to help refer candidates to Air Professionals.

### **Employee Referral Program Process:**

#### **Who Can Make a Referral?**

Anyone can make a referral. Vendors, contractors, consultants, current and former employees are also eligible to refer candidates. Management Levels with hiring authority over the referred candidates are eligible to refer candidates however; they will not be eligible to receive the referral.

#### **What positions are eligible for this reward program?**

All positions are eligible. However, reward amounts are commensurate with skill required for the position.

#### **How much is the referral reward?**

Air Professionals management will inform the person referring beforehand, so they know the reward amount. The referral reward depends on the position. The reward amounts are different for each position. There will be some positions that will be identified as hard to fill, in general, the Referral Reward Payment is as follows.



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### Employee Referral Program reward amount is set at:

\$5,000.00 Senior Techs or install Crew Leader or Management Level Positions.

\$2,000.00 Experienced Techs or Installers

\$1,000.00 Jr Techs and Installers

\$500.00 for General Office Positions

Employees referred and retained at Air Professionals will qualify the person referring the candidate to receive a Referral Retention Reward Payment based on referral amount listed above.

**All referrals rewards are Pre-Tax.** Bonuses are considered supplemental wages and are therefore taxable as defined by the Internal Revenue Service (IRS).

**Reward is paid: 50% at hire, 50% after 90 days of consecutive employment.**

**Program Changes:** *We may change our referral bonus program over time. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. Any changes will be communicated clearly and timely. Employees who referred candidates before a reward was abolished or changed will still receive the appropriate reward. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.*

### Scope

This Talent Referral Program applies to everyone who refers a candidate to our company.

### Policy elements

#### What is an employee referral bonus?

Our company will give out rewards to every referrer. If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for the referral bonus.

#### Additional rules for rewards:

- We guarantee that rewards will be paid out within 2 weeks of the dates eligible for the reward payment, based on candidate hired date.
- There is no cap on the number of referrals anyone can make. All rewards will be paid accordingly.
- If two or more people refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

#### We have two conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to our company for at least 6 months.
- Be hired as permanent full- or part-time employees (not as temporary employees or contractors).