



## EMPLOYEE REFERRAL FORM

### Terms and Conditions

1. To refer a potential employee, please complete this form and return it to the HR Manager. Notice of a referral must be given after a referral applies and before a hiring decision is made.
2. You are eligible for a referral award only when you refer external candidates.
3. The referral award ranges from \$250 to \$1,500 (depending on several factors) and works only after the referred **employee starts work** and **if both employees remain employed with Advansys Inc for at least 90 days**.
4. Temporary and contract employees, HR personnel, Directors and Officers, and anyone involved in Advansys Inc, corporate hiring process are not eligible to participate in this program.
5. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

### Employee Information

New Employee's Name: \_\_\_\_\_

Referred By: \_\_\_\_\_

Date of Referral: \_\_\_\_\_

Referring Employee Signature: \_\_\_\_\_

### For Official Use Only

Date of Hire: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Payment: \_\_\_\_\_ Initiated: \_\_\_\_\_ Complete: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_