

UCC Employee Referral Program

Unger Construction Co. (UCC) takes great pride in its recruitment and selection process – a process in which resulted in you joining our organization. Our past history indicates that one of the best sources for candidates, who are likely to meet our rigorous standards, are often located through our existing employees. Thus, as part of our recruitment and selection process, we have implemented a new employee referral program.

Employees of UCC are immediately eligible to refer candidates, who if hired, will result in your receipt of a referral bonus up to \$10,000 (less taxes), depending on the position. Please refer to Human Resource Department for open positions and job descriptions.

Program Rules:

1. Referral Eligibility: All employees, except Owners and Human Resources are eligible to refer candidates.
2. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
3. The referral must represent the candidate's first contact with UCC. Temporary, Interns, contract and former employees of UCC are not eligible candidates for referral awards.
4. To be eligible for an award, the referrals must **first** be submitted to Human Resources and must include a Candidate Referral Form and a resume.
5. The referring employee must agree to have his/her name used for introduction.
6. The first employee to refer a candidate will be the only referring employee eligible for the payment.
7. Only candidates who meet the essential qualifications for the position will be considered.
8. All information regarding the hiring decision will remain strictly confidential.
9. The referring employee must still be employed at UCC during the hired candidate's first 180 days of employment in order to receive payment(s).
10. Referral bonus payments will be paid in periodic payments after the new employee has met the required timeline. Payments will go out according to the timeline below.
 - 50% of referral bonus awarded after 90 days of employment.
 - Remaining balance awarded after 180 days of employment.
11. The hiring process will be fair and consistent with Company policy and procedures with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
12. Any disputes or interpretations of the program will be handled through Human Resources.



UCC Candidate Referral Form

Employee Name: <input type="text"/>	Date: <input type="text"/>
Candidate Name: <input type="text"/>	Candidate Email: <input type="text"/>
Candidate Cell: <input type="text"/>	Candidate Alternative Phone: <input type="text"/>

Which of the above would be the preferred mode of contact?

Position for which the candidate is being referred?

I have read and understand UCC's Referral Program Rules.

Employee Signature

Date

Send this form, along with Candidate's resume to Human Resources.