



Referral Program Procedures

Description

Abacus Solutions Group, LLC is always looking for good people, and **you can help**. Research has shown, and our own experience supports, that new hires who come into a company through referrals are excellent contributors, stay with the company longer, and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to Abacus, you may be awarded a referral bonus of \$500.00 (less taxes) if you refer a candidate and he or she is hired. Employees or referrers must complete this form and return to a member of the ASG Human Resources/Recruiting team.

Quarterly Drawing

At the end of each quarter, we will hold a drawing for a valuable prize. For every qualified referral you make during the quarter, your name will be entered in the drawing.

Program Rules

- All Abacus Solutions Group employees, except those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus and quarterly drawing. Non-employee referrers are also eligible for the referral bonus.
- The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Abacus.
- To be eligible for an award, an employee or referrer must submit a referral to Human Resources with a candidate referral form and a resume or employment application.
- The referrer must agree to have his or her name used when the company contacts the candidate.
- The first referrer to refer a candidate will be the only referrer eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Abacus during the hired candidate's first 30 days of employment to receive payment of the referral bonus and entry into the quarterly drawing.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid within 30 days after the referred employee's first day of employment at Abacus



Candidate Referral Form

Job Title:

Candidate's Name:

Referral Date:

Referrer's Name:

Phone Number:

E-mail:

I have read and understand the referral program rules.

Referrer's Signature

Date

Attach the candidate's resume or application and submit this form to Human Resources.

INTERNAL USE ONLY:

To: Payroll

From: Human Resources

Charge To:

Target Date for award payment (within 30 days of hire date below):

Referred candidate's hire date: