



### EMPLOYEE REFERRAL REWARD FORM

1. Refer a qualified candidate to the supervisor with an open position.
2. Ask the candidate to name you as the referral source on their application or resume. ("How did you learn about us?") OR name you as "source" on the Post Employment Questionnaire (new hire paperwork)
3. Fill out the Referral Reward form and have the referral's supervisor sign it. Then, submit it to the Human Resources Department payroll manager **after** the new employee has been successfully employed with Arrowhead for 90 days, but no more than 180 days.

<b>\$2,000 reward</b>	If your referral is hired for an exempt position with a salary grade of <b>XS20 or above</b> .
<b>\$1,000 reward</b>	If your referral is hired for an exempt position <b>XS19 or below</b> , or a non-exempt position <b>NH17 or above</b> .
<b>\$500 reward</b>	If your referral is hired for any other regular full time (RFT) position <b>NH16, XS18 or below</b> .

**INELIGIBLE FOR REFERRAL REWARD**

- Employees who refer part-time employees.
- Employees holding the rank of Assistant Vice-President, or above.
- Managers or supervisors who refer an individual to work within their area of responsibility.
- Employees who refer a former Arrowhead employee who has worked at Arrowhead within the last 12 months.
- Summer referrals or other temporary employees.
- Employees who refer a person to whom Arrowhead was originally introduced by a temporary or full-time employment agency.
- Employees who have not satisfactorily completed 90 days of employment (i.e. any written warnings, probation, or termination).

Referring Employee:		Department:	
Job Title:		Office Phone:	
I recommended:		For the position of:	
Department:		Position Grade:	
Form Submitted:	/ /	Start Date:	/ /
New Employee's Supervisor:		Supervisor Signature:	_____
		Date:	/ /

This form is to be sent to HR after new employee has satisfactorily completed 90 days on the job; but not more than 180 days. Rewards will be paid with the next possible payroll. New employee must have named referring employee as "Name of Referring Employee" on Post-Employment Questionnaire or on the employment Application.

FOR HR USE ONLY		
Hire Date: / /	Eligibility Date: / /	Pay Date: / /
<input type="checkbox"/> Entry Level – Reward \$500 Grade NH16 or below, XS 17 & XS18	<input type="checkbox"/> Other - Reward \$1,000 Grade NH17 & Above, Or XS19	<input type="checkbox"/> Exempt Reward - \$2000 Grade XS20 Or Above
HR Approval:		Date: / /
Entered on: / / by:		