



Form 4 – Candidate Referral Form & Employee Referral Program Rules

The purpose of the Employee Referral Program policy is to provide an incentive award to a current employee who brings new talent to the organization by referring candidates. To refer a candidate, please complete this candidate referral form and submit it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resources department. Regardless of whether you qualify for a monetary reward, the Company appreciates your referral. The reward offered is currently \$1,000.00.

Eligibility & Guidelines

- Candidates may not be currently employed by PhotoBiz or its related entities. Internal transfers are not eligible under this program.
- The referring employee may not be the selecting manager or supervisor or other persons associated with the selection and hiring of the candidate.
- The candidate may not be a family member of the referring employee.
- The candidate referred by the employee has to work for PhotoBiz for at least six (6) months in good standing. If the candidate's probation period happens to be longer than six (6) months, the candidate must also successfully complete that probation period.
- 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.
- The employee must personally know the candidate well enough to vouch for his/her character and/or work skills (e.g. a former coworker, business associate, or friend of the employee).
- The referral form must be turned into Human Resources before the candidate applies for a position.
- Under no circumstances should the employee make a public posting advertising the position; this would interfere with HR's recruiting function; if a candidate is found through such means, the employee is not eligible for a reward and may be subject to discipline.
- The referral must be for a full-time, employee position (not a contractor position).

Employee Name: _____ Employee Signature: _____ Date: _____

Candidate Name: _____ Position Referred For: _____

Candidate Email & Telephone: _____

Why Is The Candidate Qualified For The Position? (please use the back of this form for additional space)

HR USE ONLY: Does The Employee Appear To Qualify For The Reward At This Time?

☐ Yes ☐ No Reason: _____