

Berg Construction, LLC takes great pride in its recruitment and selection process—a process 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 an employee referral program. Employees of Berg Construction, LLC are immediately eligible to refer candidates per the below rules, who if hired, will result in your receipt of a referral bonus in the amount of \$750 (less required taxes).

The rules for the referral bonus program follow:

1. No referral bonuses are paid for referral of relatives of employees.
2. Once a referral is hired and successfully completes 90 calendar days of service as determined by their supervisor, the employee designated as the nominee will receive \$250 less taxes of the referral bonus in the next available paycheck. After the referral successfully completes 180 calendar days as determined by their supervisor, the nominee will receive the other \$500 of the bonus less taxes in the next available paycheck.
3. In the event that the same candidate is referred by more than one employee, the date of the earliest received referral will govern who is eligible for the referral bonus per the above rules.

If you have a candidate in mind for referral, please complete this form and forward to a Human Resources employee.

Employee _____ Emp # _____ - _____ Date _____

Candidate Name _____

Phone _____

Cell _____

Email _____

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

Position for which candidate is being referred?

If you are referring more than one candidate, please use the reverse side of this form and provide the same information relative to referrals for candidate(s) #2, #3, etc.