



# AVESI

## Employee Referral Program (ERP)

September 2020



## Purpose

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This policy provides details regarding AVESI's Employee Referral Program (ERP). AVESI has designed a way to reward current employees for referring qualified personnel for vacant employment opportunities.

## Scope

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Employees are the lifeblood of every organization. The more talented our staff is and the closer team members are with one another, the more likely it is that our Company will be successful. With all of this in mind, we are launching the AVESI, Inc. Employee Referral Program (ERP) to encourage the contribution of current employees in our hiring process and build a cohesive work environment for our AVESI team. Any concerns or issues with the Employee Referral Program should be discussed with AVESI management personnel.

## Policy

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### **Employee Referral Program Lead**

Jessica Kirkton will serve as the contact point and lead for the EFP. The ERP contact point will field all employee submittals and document all candidates in connection to current employees. The ERP contact point will also track the progress of said candidates and submit requests to upper management when rewards to employees are due.

### **Employee Referral Form**

In order to be included in the Employee Referral Program, current employees must submit an Employee Referral Form to the ERP Lead. The ERP Form allows the ERP Lead to document the date of submission as well as consider the candidate being referred for a position. The submission date on the form will be tracked, and if the candidate is a successful referral then the responsible for the referral will be eligible for a bonus reward.

### **Identifying Viable Candidates**

Employees should review the job posting information before submitting candidates. All submittals must qualify under the job criteria to be eligible under this program. The ERP contact point will determine if a candidate meets the criteria for the job opening and communicate the determination to the participating employee.

If the candidate has already applied through other systems (online, Indeed, etc.) the ERP will determine if the employee is eligible for ERP.



### **Reward Employees for Successful Referrals**

Employees that submit candidates who are hired by the Company will be eligible for a bonus reward once the new employee successfully works 90 business days with the Company.

### **Always Watch for Top Talent**

In order to hire the best people, our referral program can't sleep. We are asking our employees to be thinking about people who would make great additions to the team even when the Company isn't hiring. Candidates submitted outside of an open requisition may still be eligible for this program. The ERP contact point will catalog submittals for future consideration.

The objective is to collect a number of résumés from talented individuals, so once a position opens up, the Company will have no shortage of candidates to choose from and can make a hiring decision quickly.