



Employee Referral Reward Program

EARN UP TO \$2,000 IN REWARD MONEY JUST BY KNOWING THE RIGHT PEOPLE

Do you know someone who would make a good Getty employee? When we hire someone you referred for a **current open eligible position**, you become eligible for a reward on the first pay period after your referral completes 90 days of employment. **Only positions with EERP noted on the job posting are eligible for the referral award.** The amount of your reward, which is subject to tax withholdings, depends on the type of position you've helped us fill.

Manager or above \$2,000

Exempt \$1,000

Non-exempt \$500

FOR EMPLOYEE TO COMPLETE

Note: You must be a regular or limited-term, full-time or part-time employee to be eligible for this program. Submission does not guarantee an interview for the referred candidate.

Employee Name _____

Department / Location _____ Ext _____

Candidate being referred _____

For the position of
Human Resources
Specialist _____

I am referring this candidate to the Getty because I feel his / her qualifications match those described in the job description. I have known this person for _____ (months / years) and feel he / she would be an asset to our organization.

X

Employee Signature Date Submitted

(Please retain a photocopy for your records prior to submission, attach an original resume, and forward this form in its entirety to **HUMAN RESOURCES**.)

If you do not receive a written response from Human Resources, the candidate has not been selected for this position. Your referred candidate's resume will remain in our files for six months. It is necessary for you to submit a new reward form (without resume) for your candidate to be considered for other positions.

FOR HUMAN RESOURCES TO COMPLETE

Congratulations! Your referral has been selected for the above-mentioned position and will start with the Getty on _____. In appreciation for your referral, you will receive a referral reward in the gross amount of \$ _____ on _____ with your paycheck (provided both parties are employed with the Getty at that time.)

Approved **X** _____
Human Resources Specialist Date