



## **Employee Referral Program**

### **Introduction**

eSystems, Inc. believes our staff is one of our most significant recruiting sources. This Employee Referral Bonus Program (ERBP) has been established to encourage staff to bring in qualified professional to the firm. Employees who successfully refer a candidate to the company resulting in the hire and retention of the same person (at a professional level, and on a full time basis) will be awarded a cash bonus of \$1,000.

### **Who is an Eligible Employee?**

The ERBP is open to all full-time employed staff.

The employee (referrer) should know the referral (candidate) personally, either as a friend, a classmate, a professional acquaintance, or an ex-coworker; but not through a professionally hiring company.

The referral should be a professional having a minimum of one year of work experience. Candidates who have previously interned with the firm will not qualify.

Referrals should not be working with a company which is the firm's current client.

### **How do I Refer An External Applicant?**

An Employee Referral Form may be obtained from Human Resources. Fill out the form and note that the applicants you refer must have this form attached to their resumes or applications that they submit to Human Resources (email /fax/hard copy submissions). You cannot refer anyone who has already applied to Human Resources, who already works at eSystems, Inc. or anyone who has worked here within the last twelve months.

### **How Do I Get My Cash Award?**

You will be paid a referral award of \$1000 (subject to taxes). The bonus will be paid out upon completion of three months of service by the referral. Please note that the referrer must be employed by eSystems, Inc. at that time to collect payment.

The Human Resources department reserves the right to determine whether or not referred applicants are qualified for positions covered by the program. Should

the program be discontinued, any in-process referrals will be handled on an individual basis.

In the event an applicant is referred from more than one source; for example, from two employees, or an employee and an employment agency, the deciding factor will be the date of receipt of the referral within the Human Resources. Human Resources will inform the participating parties when such situations arise.

If you have any further questions about the Employee Referral Program, please call or email Human Resources at [careers@esystems-inc.com](mailto:careers@esystems-inc.com).