

asrt Employee Referral Form

Employees can help ASRT, a friend and themselves by participating in the ASRT Employee Referral Program.

Employees can earn \$100 by referring an external candidate who is hired for an open position at ASRT.

The ASRT Employee Referral Program is open to all regularly employed ASRT staff, other than senior executive team members, Human Resources, and hiring manager(s) for the open position.

The Employee Referral Form below must be filled out completely. The referred candidate must reference the employee's name on their employment application and must complete the standard application process using the ASRT website. The referral must represent the candidate's first contact with ASRT.

Previous applicants, limited engagement, temporary, intern, contract and former employees and former board members of ASRT are not eligible candidates for referral bonuses.

ASRT will pay a referral bonus of \$100 (subject to applicable taxes) to the employee who refers a candidate that is hired and successfully completes 90-days. The referring employee must still be employed by ASRT during the hired candidate's first 90 days of employment in order to receive payment.

In the event a candidate is referred from more than one employee, the deciding factor will be the date of receipt of the referral form and the employee name included on the employment application. HR will inform the participating parties when such situations arise.

External Candidate Information

Candidate's Full Name

Date

Telephone Number

Email Address

Relationship to Employee

Referred Position Title

Referred By

Employee's Name

Employee's Title

Department/Team

I have read and understand Policy 2.6: ASRT Employee Referral Program. I understand that if the candidate I referred is hired as a result of my referral, I will receive a referral bonus within 30 days following the new employee completing their first 90 days with ASRT.

In order to be eligible for an employee referral bonus, this form must be completed and signed, along with the candidate submitting their application through the ASRT website.

Employee

Date

Human Resources

Date

SIGNATURES