**SKG Referral Program**

**Description**

SKG is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who have been referred to SKG through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to SKG, you may be awarded a referral bonus of [dollar amount] (less taxes) if you refer a candidate and he or she is hired.

Employees must refer candidates to Human Resources by using the candidate referral form.

**Program Rules**

* SKG Human Resources will communicate to all employees when an open position is eligible for the referral bonus.
* All SKG employees, except C-Suite members and Human Resources personnel are eligible for the referral bonus.
* The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
* The referral must represent the candidate's first contact with SKG
* Temporary, volunteers and former employees of SKG are not eligible candidates for referral awards.
* To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form.
* The referring employee must agree to have his or her name used when the company contacts the candidate.
* The first employee to refer a candidate will be the only referring employee eligible for payment.
* Only candidates who meet the essential qualifications for the position will be considered.
* All candidates will be evaluated for employment consistent with company policies and procedures.
* All information regarding the hiring decision will remain strictly confidential.
* The referring employee must be employed by SKG during the hired candidate's first 90 days of employment to receive payment of the referral bonus.
* Any disputes or interpretations of this employee referral program will be handled through Human Resources.
* All referral bonus payments will be paid within 90 days after the referred employee's first day of employment at SKG.