

**Employee Referral Bonus**

**Eligibility:** All regular full-time AIS employees.

**Guidelines:** Employees who refer a candidate that is hired for a full-time position will receive a referral bonus of $500. Half ($250) of this referral bonus will be paid out 30 days from the referred employee’s start date with the staffing agency (paid by the staffing agency via a gift card), and the additional $250 will be paid by AIS when that employee is converted to a full time AIS employee. Both the referred candidate AND the AIS employee must be currently employed at AIS at the time the bonus is due. If the referral is a direct hire, the bonus is paid $250 after 30 days of employment, and $250 after 90 days of employment.

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Employee (friend, family, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have read and understand the AIS Employee Referral Policy. I understand that if the candidate I refer is hired because of my referral, I will receive a $250 bonus when my referral completes 30 days through the staffing agency (or AIS if direct hire), and the remaining $250 bonus when my referral is converted as an AIS employee (or 90 days if a direct hire), as long as we are both still employed by AIS. **I understand this form MUST be submitted to Payroll within a week of the referred employee’s hire date in order for me to be eligible to receive any bonuses.**

Signature of Current Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***For Payroll Use Only:***

Candidate’s Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Bonus Payout Date (30 Days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Bonus Payout Date (At Conversion/90 Days): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_