



## Employee Referral Bonus Program - Direct Hire Employees

Graham Personnel Services (GPS) is always looking for great people—and if you are reading this, you are probably already one of them! So, if you know others like yourself who would be a strong addition to the Graham team (and, of course meet the qualifications for open positions), **we will pay you \$250.00 for each new applicant who goes to work for us (see program rules below) once the requirements are met.**

If your applicant is hired on a Direct Hire basis, you will receive a \$250.00 gift card once they complete 90 days on one assignment, or after the completion of the guarantee period along with the fee being paid, whichever time frame is longer.

Like everything, the referral program has some rules but we've tried not to make them too complicated.

1. The hiring of a referred employee must occur within three (3) months of the initial referral date.
2. The referral must represent the applicant's first contact **or** the applicant must not have had contact with GPS for at least six (6) months.
3. Once a referral is hired in a Direct Hire role and completes 90 days of service on one assignment, or after the completion of the guarantee period along with the fee being paid, whichever time frame is longer, the employee responsible for the referral will receive the referral bonus.
4. The first employee to refer a candidate will be the only referring employee eligible for payment. The determination of GPS management is final regarding any disputed referral.
5. Applicants hired by GPS may be offered positions with **any** client, not just the client where the referring employee is assigned.
6. GPS internal staff are excluded from participation in this program.
7. All applicants will be evaluated in accordance with company policies and procedures, (together with applicable law and regulations, including EEOC guidelines) and are subject to criminal record checks and drug/alcohol screens. Hiring decisions are based on the totality of the application, including factors such as skills, abilities, education, work history, temperament and specific client requirements, among others. and all information regarding the hiring decision will remain strictly confidential.
8. Unless extended this program shall end on December 31, 2025. To be accepted, all claims for payment any other issues must be submitted on or before that date.
9. Other referral programs, including client-specific programs, may be in effect from time to time and bonus amounts and conditions may vary.

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