

# EMPLOYEE- OWNER REFERRAL PROGRAM



WHITAKER  
CONSTRUCTION

## Overview

At Whitaker Construction, we strive to find and hire the best talent available - people who exude our values and choose to contribute to our company goals. We believe that our existing employee-owners, who already meet this criteria, are in the best position to help us find the best candidates.

## How To Refer

Please fill out a referral form, which can be found in Tyfoom, then submit it to Recruiting or HR. Have the referred candidate mention your name during the interview process.

## Who To Refer

You should refer anyone that you feel would contribute to our goals and that lives The Whitaker Way.

### Internal Employee-Owner

\$100 - 30 Days of Employment

\$150 - 90 Days of Employment

\$250 - 6 Months of Employment

\$300 - 1 Year of Employment

### Referred Candidate

\$100 - 90 Days of Employment

\$100 - 6 Months of Employment

# Additional Details

- All Whitaker Construction employees, except Vice President levels and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible to refer.
- Employees will be paid referral bonuses within 30 days of their referral meeting qualifications.
- The employee who makes the referral must still be employed at Whitaker Construction.
- The first team member to refer a candidate will be the only referring employee eligible for payment.
- The referring team member must agree to have his/her name used for introduction.
- Only candidates who meet the essential qualifications for the position will be considered.
- Candidates will be evaluated for employment consistent with our policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- There is no limit of how many eligible referrals you can provide.
- Any disputes or interpretations of the program will be handled through Human Resources.



**BUILD THE BEST**

PEOPLE  COMMUNITIES  FUTURE