

# JEFFREY A. MILLER

BY HAND, WITH HEART

## Candidate Referral Form

Use this form to refer someone to work at Jeffrey A. Miller Catering.

- Read and understand the rules of the referral program on page 2 of this form.
- Enter the candidate's name and contact information below.
- Indicate the job/department and location you're referring them to work in.
- Attach the candidate's resume and/or application if possible.
- Submit this form and any attachments to Human Resources.

<b>Your Name</b>	<b>Today's Date</b>
<b>What's the name of the person you'd like to refer to work at JAM?</b>	
<b>What job/department?</b>	<b>What location?</b>
<b>What's their phone number?</b>	<b>What's the candidate's email address?</b>

Please sign your name below to affirm that you have read and affirm JAM's Employee Referral Program, found on page 2 of this form.

<b>Referring Employee's Signature</b>	<b>Date of Signature</b>
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MAIL TO: JAM Catering, HR Dept., 20 South Union Ave., Lansdowne, PA 19050

FAX TO: 610-622-3941

THANK YOU!



## Employee Referral Program

### Internal Employee Referrals

New hires who come into a company through employee referrals are usually excellent contributors, stay with the company longer, and are more cost-effective recruits. If an employee refers someone (a friend, neighbor, family member, etc.) for employment at the company, and if that person is subsequently hired, then the referring employee may be eligible to receive a referral bonus.

### Referral program policy and rules

- All JAM employees or contractors (except department managers and above, Human Resources staff, and managers with hiring authority over the referred candidates) are eligible for the referral bonus.
- JAM employees may not refer immediate family relatives to work in the same department as the referring employee.
- The referred employee must be hired within 90 days of the initial referral date.
- The referral must represent the candidate's first contact with JAM.
- To be eligible for an award, the employee/contractors must submit a candidate referral form to the recruiter or hiring manager or directly to the HR Department.
- 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 still be employed by JAM after 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 the pay date after the new hire has completed 90 days of service at JAM.

### Referral bonus payments, in line with the above rules, shall be made as follows:

- 1099 Waitstaff (bartenders, servers): \$25.00 (paid after one shift)
- Part-time equipment/warehouse/dishwasher/kitchen prep/administrative: \$50.00
- Full-time equipment/warehouse/dishwasher/kitchen prep/office administrative: \$150.00
- Full-time Pastry Chef, Sous Chef: \$250.00
- 1099 Party Chef: \$125.00
- Event Designer: \$250 (half during training, half upon Event Designer completing three events)
- Manager, Venue Manager, or Sales level position: \$250.00