



EMPLOYEE REFERRAL FORM

1. To qualify for the referral incentive program, the potential employee must list your name on the FGI application and Terms of Employment form. We are unable to provide the referral payout if your name is not listed on these two forms. Please note that your name must be listed on the forms prior to the candidate being hired.

Referring Employee = Current FGI employee bringing in a new team member

Referred Employee = New team member

- AFTER 30 DAYS of continuous employment: Referring Employee is awarded \$100
 - AFTER 6 months of continuous employment: Referring Employee is awarded additional \$500
AFTER 6 months of continuous employment: Referred Employee is awarded \$100
 - AFTER 1 Year of continuous employment: Referring Employee is awarded \$1,000
AFTER 1 Year of continuous employment: Referred Employee is awarded \$500
2. Any hourly or salaried employees with no direct reports are eligible to participate in Employee referral program.
 3. Only one referral award can be given per new hire.
 4. Rehires are not considered a new team member.
 5. Continuous employment includes payment each pay period. If pay periods are missed, then time will be added to the end of the measurement period.
 6. You must be an active employee to receive an award; this includes both parties.

REFERRING EMPLOYEE (current FGI Employee)

Employee Name: _____ Date: _____

Work Location: _____ Position: _____

REFERRED EMPLOYEE (New Employee)

NEW Employee Name: _____ Date of Hire: _____

Work Location: _____ Position: _____

FOR HR USE ONLY:

Date Received: _____ Hire Date: _____

30 Days: _____ 6 Months: _____

1 Year: _____