



*Integrity. Innovation. Community.*

**TEAM MEMBER REFERRAL BONUS**

<b>Your Name:</b>		<b>Date:</b>	
<b>Name of Referral:</b>			
<b>Referral's Date of Hire:</b>			
<b>Position Hired For:</b>			
<b>Location Hired For:</b>			
<b>Why did you recommend this Team Member to Gorman?</b>			

Send this completed Team Member Referral Bonus form to your HR Representative after your referral is hired. The Team Member Referral Bonus amount varies based on the position being filled, starting at \$300!

**Bonus Payout Structure:**

- If both you and your referral remain employed with Gorman after 90 days, you will receive ½ of the approved referral bonus.
- If both you and your referral remain employed with Gorman after 180 days, you will receive the remaining ½ of the approved referral bonus.
- If multiple team members refer the same candidate, the referral bonus will be split accordingly.

**Eligibility Requirements:**

- This form must be submitted to Human Resources within 30 days of the new team member's hire date.
- All team members are eligible for the referral program except for those in the positions listed below.
  - Any management team member who has authority over the referral
  - Executive Leadership Team
  - Human Resources Team
- The referral must list the referring team member's name(s) on their application.
- The referral cannot be a former Gorman team member, or a former leased or agency team member.
- Team Member Referral Bonuses are discretionary and may require management approval.

<b>HUMAN RESOURCES USE ONLY</b>	
<b>New Team Member Date of Hire:</b>	
<b>Amount &amp; Pay Date after 90 days:</b>	
<b>Amount &amp; Pay Date after 180 days:</b>	
<b>Split Referral Bonus – Notes:</b>	