



TEAM MEMBER REFERRAL BONUS

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

Send this completed Team Member Referral Bonus form to HR@gormanusa.com when your referral is hired. This form must be submitted to Human Resources within 30 days of the new team member's hire date. Team Member Referral Bonuses are discretionary and may require management approval. The Team Member Referral Bonus amount varies based on the position being filled, starting at \$1,000!

If you and your referral are employed with Gorman after your referral completes 90 days of employment, you may receive ½ of the approved referral bonus. If you and your referral are employed with Gorman after your referral completes 180 days of employment, you may receive the remaining ½ of the approved referral bonus.

If more than one person refers a new team member, the referral bonus will be split accordingly.

HUMAN RESOURCES USE ONLY	
New Team Member Date of Hire:	
Pay Date after 90 days:	
Pay Date after 180 days:	
Split Referral Bonus – Notes:	