



TEAM MEMBER REFERRAL BONUS

Your Name:		Date:	
Name of Referral:			
Referral's Date of Hire:			
Position & Location Hired For:			
Referral's relationship to Team Member (friend, family member, other):			
Why did you recommend this Team Member to work at Gorman?			

The Team Member Referral Bonus form may be used when referring a **new** Team Member to Gorman.

Submit this completed form to your HR Representative or to HR@gormanusa.com **within 30 days** after your referral is hired. The referral bonus is discretionary and may require management approval. The referral bonus amount may vary 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 half 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 half of the approved referral bonus.

If more than one person refers a new team member, the 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:	