



Partner Forces encourages all employees to refer friends, family, and colleagues for consideration for employment with the company. We believe internal referrals are one of the best ways to grow our company.

Employees will be eligible for a \$500 referral bonus (less taxes) 90 days after the candidate's start date as long as both parties remain Partner Forces employees at the 90-day mark. Employees must follow the guidelines below for referring candidates.

Guidelines:

- Employees may refer candidates they know personally, such as through a previous job, college, or professional association.
- Employees may not refer candidates they meet through online job posting sites.
- Employees must have discussed Partner Forces with candidates and ascertained basic information such as timeline for seeking a new position and background/area of interest before referring them.
- Employees must agree to have his/her name used when the company contacts the candidate.
- The referral must represent the candidate's first contact with Partner Forces. Former employees are not eligible candidates for a referral bonus.
- The first employee to refer a candidate will be the only referring employee eligible for a bonus.
- Employees should submit resumes to recruiting@partnerforces.com.
- With the submission, employees must include (1) how they know the candidate and (2) why they are recommending the candidate.
- Employees involved in the interview and hiring process are not eligible for a referral bonus.
- All candidates will be evaluated for employment consistent with company policies and procedures. Information regarding the hiring decision will remain strictly confidential.
- Referral bonus payments will be issued during the pay period following the individual's 90-day mark.