

PERMANENT JOB

Receive **UP TO \$3,000** if you refer a candidate who is hired for a **permanent job**!

The amount is paid according to the following terms and conditions

- For you to receive the \$3,000, your referred candidate needs to be hired for a FULL-TIME PERMANENT position, successfully complete one year and a half of service and you must still be working for Marmen Energy.
- \$250 upon hire of the referral candidate.
- \$1,250 if the hired candidate performs full-time work for at least six consecutive months at Marmen Energy.
- \$1,500 if the hired candidate performs full-time work for at least one year at Marmen Energy.

STUDENT OR INTERNSHIP

Receive **UP TO \$500** if you refer a candidate who is hired for a **student job or internship**!

The amount is paid according to the following terms and conditions

- For you to receive \$500, your referred candidate needs to be hired for a STUDENT JOB or INTERNSHIP and you must still be working for Marmen Energy after their 10 weeks of service.
- \$250 if the hired candidate performs full-time work for at least 6 consecutive weeks at Marmen Energy.
- \$250 if the hired candidate performs full-time work for at least 10 consecutive weeks at Marmen Energy.

For the resume to be accepted, it must meet these requirements:

- Candidate must not have applied within the last three years to Marmen Energy.
- Only one reference is accepted per candidate for a maximum of \$3,000.
- The referral is valid for one year from original submission date.
- The candidate has not previously been employed by Marmen Energy.
- The hired candidate must still be working at Marmen Energy at the time the amounts are paid to the referring Team member.

Here are the only ways to give a referral in order to be eligible for the program:

- 1 Turn in the potential candidate's resume or the referral card to the front desk yourself.

OR

- 2 Submit the referral on ADP through the Internal Career Center.

Important:

If the candidate submits the resume on their own, a referral card from the Team member must be received within 1 week. HR will not track the cards down, the team member needs to turn it in themselves.

Please do not call the HR Department to follow up on a resume. All resumes are confidential.

Since the amount is added to payroll, the gain is taxable.