

TEAM MEMBER REFERRAL BONUS

Overview and Guidelines

Why: Goodwill NCW is always looking for great team members, and research shows candidates referred by a current team member are strong contributors and have a longer retention rate than the average new hire. Candidates referred by team members also tend to be a better cultural fit and may require less onboarding when hired. When taking everything into account, team member referrals typically result in lower recruitment costs and shorter recruitment time periods.

What: We have created guidelines for a team member referral incentive program to help current and prospective team members understand the program. The guidelines are intended to create a fair and consistent program that will benefit Goodwill NCW and its team members.

Team members who refer a qualified candidate will be eligible for a \$200 referral bonus once the candidate is hired and successfully completes 60 days of employment. There is no limit on the number of candidates a team member can refer. The referral bonus amount may change due to business need. If it does, the change amount and anticipated duration will be communicated to the organization.

Rules: To be eligible for a referral bonus, the candidate must list the team member's name on the application when answering the referral question. If this step is not completed, the team member will not be eligible for the referral bonus. Additionally:

- The new hire must remain employed for at least 60 days with satisfactory performance.
- Incentive will be paid on the pay period after the candidate has reached 60 days of employment.
- Both the team member and the candidate must remain employed and in good standing at the time of the incentive payment date.
- Only candidates who meet the minimum qualifications will be considered for the open position.
- All candidates will be evaluated for employment via the same process as all other candidates and in a consistent manner with organizational policies and procedures.
- All members of the Human Resources Team and leaders are not eligible for referral bonuses. For the purpose of these guidelines, leaders include any position with the job title of leader, supervisor, manager, director or any team members with direct reports.
- Candidates for temporary, summer or contract positions are not eligible for referral bonuses.
- Former team members are not eligible to be referred unless they have been separated from Goodwill NCW for a minimum of five years.

Process: Any team member wishing to refer a potential candidate should advise the candidate to include his or her name as a referral on their application for employment.

All information regarding the hiring process will remain strictly confidential until a hiring decision has been made and the candidate has been informed. Once the candidate is informed of a hiring decision, Human Resources may share feedback with the team member who referred the candidate in order to help support and improve future referrals. Any disputes or interpretations of this guideline will be evaluated through Human Resources. This program may be revised or discontinued at any time. Any changes will be communicated clearly and timely.