

Shadowfax Recruitment / Referral Bonus Program

Shadowfax is looking for a few good staff members. This is your chance to help us accomplish that goal. If you know someone who would be a valuable staff member here at Shadowfax, now is the perfect time to refer him or her. Your referral will help Shadowfax *and* put money in your pocket.

HOW THE PROGRAM WORKS

If you know someone who you think would make a valuable addition to the staff here at Shadowfax, you can refer him/her. To do that, you need to fill out the 2 forms within this flier (REFERRAL FORMS A & B). When they are completed, instruct the applicant to fill out an application at www.shadowfax.org. **Then you must submit the referral form to HR prior to or within 3 calendar days of the person submitting the application.**

SEEMS LIKE A LOT OF WORK, HOW ABOUT SOME REWARD?

If the person you refer is hired and successfully completes 90 days of employment, your initial payment will be \$125.00. Then... **upon completion of:**

- 4 months of employment – an additional \$125.00
- 5 months of employment – an additional \$125.00
- 6 months of employment – an additional \$125.00

The payments are included in your regular paycheck when you are eligible for payments and referral timesheets have been turned in to HR. (We will contact you about the timesheets after the referred person has been hired.)

This provides a good opportunity for you to encourage the staff member to continue their employment with us. The bonus payments are only available to employed Shadowfax staff members.

Note: In order to be eligible for the referral bonus, you need to refer a candidate who hasn't previously applied or been employed.

THE SHADOWFAX CORPORATION REFERRAL FORM A

I have referred: _____
to Shadowfax, and he/she will be applying online soon.

My Name: _____

My Phone Number: _____

How long have you known the applicant?

What is the nature of your relationship?

Do you believe the applicant is reliable?

What characteristics and personality traits does the applicant possess that will allow him/her to work well with people who have disabilities?

Why do you think the applicant would be a good choice for this position?

How will the applicant be a valuable asset to our company?

Additional comments:

Completed by: _____

Date Completed: ___/___/___

**THE SHADOWFAX CORPORATION
REFERRAL FORM B**



STAFF MEMBER TO COMPLETE THIS SECTION:

Applicant's Name: _____

Staff Member's Name: _____

Staff Member's Phone: _____ Clock #: _____

Date of Referral: _____

WORD G:HR Info-HR Items / HR Info / Referral Form 08 17 2021

OFFICE USE ONLY

Date of Hire: _____

Date of 90 Day Completion: _____

Payment of \$125—Date: _____

4 Month Completion Date: _____ Payment of \$125—Date: _____

5 Month Completion Date: _____ Payment of \$125—Date: _____

6 Month Completion Date: _____ Payment of \$125—Date: _____

**Referral / Recruitment
Bonus Program**

REFER

A Valued Staff Person

RECEIVE

A \$500.00 BONUS
(Paid over a 6-month period)

**Submit this form within
3 calendar days**

**This referral form can be submitted
prior to the application, but
MUST BE RECEIVED
by the Human Resources Dept.
within 3 calendar days of when
the application is submitted.**

**To ensure timely delivery & eligibility,
please hand-deliver your referral form to
the HR Dept. at 149 S. Tremont St.**

Apply online at www.shadowfax.org.