

WE ARE HIRING!



EMPLOYEE REFERRAL PROGRAM

**EARN up to \$2500
Per Referral**

TransEdge will reward eligible staff who refers candidates hired on full-time basis!

Don't miss your chance to receive:

- \$2500 in the first year for Diesel Technician referrals.
- \$1000 in 6 months for all other Full-time Position referrals.

Contact HR TODAY
HR@transedgetruck.com





Employee Referral Policy

Update: 10/21/21

At TransEdge Truck Centers we believe our team members are our biggest competitive advantage. The purpose of the Employee Referral Policy is to encourage our employees to refer qualified job candidates for open positions within our company. TransEdge will reward employees who refer candidates who are hired on full-time and perform the essential job functions to standard.

Employees that are eligible need to be full-time, active employees in good standing in order to participate in the referral program. Certain exceptions apply: Senior Management, Directors, Human Resources and members of the interview team for the position which the referral is being considered are ineligible. In order to receive payment both the referring and referred employee must be actively employed by TransEdge Truck Centers on the referral award payout date(s), and the referred employee must be in good standing in order for the referring employee to receive the award.

Referral Responsibility: The policy requires that all employee referrals maintain eligibility rights to participate in the program.

Eligible Referrals: Any individual that is qualified for the position they are referred for that is not, or has not been previously affiliated with TransEdge Truck Centers is eligible for the referral incentive.

Non-Eligible Referrals: Referrals that will be ineligible for the referral program are those that may produce a conflict of interest for either the Company or the employee. These consist of:

1. Any current or former temporary, intern/co-op or full-time employee of TransEdge Truck Centers. Position can not be for part-time opening, must be referred for a full-time position only.
2. The resume was directly submitted by the applicant to either Human Resources or to the hiring manager.
3. The resume was received from any other source not listed above.

Procedures and Requirements:

1. The referring employee **must submit** the candidate's resume to Human Resources along with an Employee Referral Form.
2. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired unless otherwise noted (which will be handled on a case by case basis, depending on the circumstances, at the discretion of Human Resources).
3. The referral award will be subject to all applicable payroll deductions and taxes and made payable as part of the referring employee's regular pay.

<i>REFERRAL POSITION</i>	<i>REFERRAL INCENTIVE</i>
Diesel Technician Positions	\$2500.00 (\$500 @ 3 months & \$500 @ 6 months, \$1500 @ 12 months)
All Other Full-Time Positions	\$1000.00 (\$500 @ 3 months & \$500 @ 6 months)



Employee Referral Form
Update: 10.21.21

Referral Guideline

To refer a potential employee, please complete this form and return it along with a copy of the prospective candidate's resume to Human Resource department.

All other terms and conditions of the Employee Referral Policy must be met in order to be considered.

TransEdge Truck Employee Information

Employee Name: _____ Department: _____

Location: _____ Date Submitted to HR : _____

Referral Information

Candidate Name: _____ Phone #: _____

Email Address: _____ Position: _____

For Human Resources Use Only

Date Received: _____ Interviewed: Yes / No Date: _____

Hired: Yes / No Approved By & Date: _____

Payroll:

Award Date: (3 mth / 6 mth / 12mth) : _____ / _____ Awarded Amount: \$ _____ / \$ _____