

Referral Guidelines

Employees, clients, alumni, and friends of Clark Dietz are encouraged to refer qualified candidates for open positions posted on the company's website. Third parties are eligible to receive a referral bonus equal to 2.5% of the candidate's starting base salary if a candidate they refer is hired under the following conditions:

- Candidates will not receive a referral bonus for referring themselves or applying for a position.
- The referred candidate has completed ninety (90) days of employment and is still employed.
- Recruiters and employment agencies may submit candidates; however the referral bonus will be in lieu of any other compensation they would earn on the placement.
- Vendors who provide recruitment services and have a current contract with the company are not eligible to receive a referral bonus in addition to their fee.
- A Referral Form must be received by HR prior to or in conjunction with receiving a candidate's resume or application.
- In the event of multiple referrals for the same candidate, the first one received will take precedence.
- Referral forms will be kept for six (6) months from the date of receipt. If no hire is made within that time, the referral will no longer be eligible for a bonus.
- If a third-party referral results in a hire, the referring party must complete a W-9 form in order to receive payment. At the end of year a 1099 form will be issued for tax filing.

Referring Party Information

Name:

E-mail address:

Company Name:

Phone No:

Referral Information

Candidate Name:

E-Mail Address:

Phone No:

Position Referred For:

Location:

Why is this candidate qualified for this position?

I have read and understand the Clark Dietz's Referral Policy. I understand that if the candidate I referred is hired as a result of my referral within six (6) months from the date of receipt of this form, I will receive a referral bonus within one month of the date the individual completes 90 days of employment with the Company.

If you have any questions, please contact us at hr@clarkdietz.com