



## Employee Referral Process

As Lucas continues to grow, our need for talented people also expands. While all companies utilize a number of recruiting methods, one of the most effective and productive means of recruiting quality people is through an **Employee Referral Process**.

This program exists to encourage referrals of qualified candidates whom you believe will be successful in helping to serve Lucas' mission, support its vision and exemplify our values. As a Referrer, you are speaking to your personal and/or professional experience with the person you are referring (i.e., personal character and/or professional experience).

Only candidates who meet the essential qualifications for the position will be considered. If you have any question as to the suitability of a candidate, please see the Hiring Manager or Talent Acquisition. All candidates will be evaluated for employment consistent with company policies and procedures.

A resume and Referral Form, along with an introductory email to the candidate, should be given to Talent Acquisition who will log the resume and distribute it to the Hiring Manager.

**All openings are listed on the Careers page of our website** once a position has been approved, allowing everyone to be aware of the opportunities available at Lucas. Lucas reserves the right to consider any referred candidate for a newly created opportunity as well.

The following is an outline of the **Employee Referral Process**:

### 1. Eligibility

- a) This policy applies to all salaried employees of Lucas excluding:
  - i) Senior Managers, Directors and above
  - ii) Supervisors and Managers who are making the hiring decision
  - iii) Members of the HR / Talent Acquisition Team

### 2. Administration

- a) To qualify for a Referral Bonus, the referred applicant must not have been previously submitted to Lucas by another source within the past six (6) months.
- b) Referrals will be valid for six (6) months.
- c) Referral Bonus will be paid as follows, and conditional upon the referring individual's continued employment with Lucas at the time of payment.

**\$7,000**

(minus all applicable taxes and withholdings)

The referral bonus will be paid in two (2) equal installments. The first payment of \$3,500 will occur in the payroll following the referred individual's completion of six (6) months, and the second payment of \$3,500 will be paid in the payroll following the referred individual's completion of twelve (12) months of employment with Lucas. If the payroll has already been processed for the pay cycle, the Referral Bonus will be paid in the next pay cycle. I acknowledge that, to be eligible for a payment, I must be an active employee of Lucas at the time.



### 3. Procedure

- a) Resume and Referral Form, along with an introduction to the candidate, must be submitted to Talent Acquisition.
- b) Referral will be logged and forwarded to the Hiring Manager for review.
- c) If the referred candidate is hired, the referring employee will be paid a Referral Bonus as indicated above