



Referral Program Summary

Interested in earning some extra cash while helping a successful IT services company grow? e&e is seeking top technical talent to join our team. If your referral meets the requirements, you could earn up to \$3,000 on a referred candidate based upon their job and skillsets.

Referral Program General Rules and Guidelines

A referred candidate is considered “Active” for six calendar months following the referral date.

If the referred candidate is proposed by e&e for any Clients within those six months, the referrer will be credited with a successful referral and subsequently be paid regardless of the date that the referral starts.

Individuals not eligible for a referral payment

- Current members of e&e Recruiting, Sales, Administration, and Management teams.
- Staffing/recruiting agencies or any of their employees.

Eligible Candidate for Referral

- Can be directly employed by e&e on an salaried or hourly (W2) basis – or –
- Can be directly employed by e&e as a self-employed individual (1099) – and –
- Has not been contacted by e&e within the last six calendar months.

Payment Terms

- Referrer has fully completed “e&e Referral Program” form.
- The referrer will be paid in the following manner:
 - A maximum payout of up to \$3,000 will occur in four payments for the first year of employment.
 - The candidate must complete 160 billable hours before the referral payment begins.
 - Payments will occur the month after the calendar quarter. i.e. (April, July, October, January)
 - For employees, payment will be on the **last** paycheck of the first month of the subsequent quarter that the referral worked.
 - For non-employees, payment will made on the last day of the first month of the subsequent quarter that the referral worked.
 - The referrer will continue to receive quarterly payments, as outlined above, regardless of employment status with e&e.
 - Employee will continue to receive payments post-employment with e&e.
 - Non-employee will need to complete the appropriate local/state/federal tax forms and will receive a 1099 statement.

Additional Information, rules and guidelines

- In the event that more than one person refers the same candidate and such candidate is hired by e&e, the referral bonus will be awarded to the first referrer.
- Referee must reside in the United States and have a valid social security number to participate.
- Referee must be at least eighteen (18) years old at the time you make a referral to participate.
- Referee will be recognized through email, newsletter, and/or company gathering.
- The terms and conditions of this referral bonus program are subject to change or termination at any time at e&e’s discretion.

Send your referrals to recruiting@ene-it-consulting.com with referral form completed



Referral Program Form

Referral Guidelines

1. To refer a potential employee, please complete this form and submit it to the email address located below, along with a copy of the prospective candidate's resume, application, or both. This referral form must be received before candidate is engaged as an employee.
2. You are eligible for a referral award only when you refer an external candidate.
3. If the candidate you refer is hired, you will be eligible to receive a referral award after the new employee has worked for e&e for 160 hours.
4. Only one referral award will be given per candidate. If more than one person refers a candidate, the first referral will be the one rewarded if the candidate is hired.

Submitter Information

Name:

Date Submitted:

Contact Information: Telephone Number:
Email Address:

Referral Information

Candidate Name:

Telephone Number:

Email Address:

Where is this person currently located?

How do you know this person?

Describe skills and qualifications for this candidate (or attach resume):

For Human Resources Use Only

Date Received:

Interviewed:

Hired:

Award Date:

***** Please email this form to: recruiting@ene-it-consulting.com*****