



# Employee Referral Program

Cygnus Home Service, LLC encourages employees to refer qualified applicants for open positions in alignment with our Help One Another value. The Employee Referral Program ("ERP") recognizes and rewards employees for referring high quality candidates to the company.

By participating in the ERP, you can help supplement candidate pools, reduce the time and cost per hire and boost employee engagement.

*Cygnus Home Service, LLC to be an equal opportunity employer.*

## To submit a referral please follow these steps:

Send the below information to [recruitment@cygnusdelivers.com](mailto:recruitment@cygnusdelivers.com).

1. Subject: Home Service ERP
2. Your employee number
3. Candidate's full name
4. Candidate's phone number
5. Position being referred for

## Referral Awards

An employee that refers a qualified candidate that is hired for any **hourly position** (including any corporate hourly position) or **commissioned position** will receive:

- \$200 after 90 days from the new hire start date
- \$200 after 180 days from the new hire start date

An employee that refers a qualified candidate that is hired for any **salaried/ professional position** will receive:

- \$500 after 90 days from the new hire start date
- \$500 after 180 days from the new hire start date

An employee that refers a qualified candidate that is hired for a **Director+ position** will receive:

- \$1,500 after 90 days from the new hire start date
- \$1,500 after 180 days from the new hire start date

*By submitting the email, you are agreeing to the below Employee Referral Program's terms and conditions.*

A successful employee referral must be made in accordance with the following guidelines:

- Candidates need to meet the qualifications of the position, and like all applicants, must demonstrate their skills and aptitude to perform the job.
- All referred applicants will receive equal consideration and are processed in the same way as other applicants.
- No referral bonuses are paid for referrals who are already employed by Schwan's Home Delivery, retirees, temporary employees transitioning to regular employment, or persons returning from a leave of absence.
- Rehires are eligible if they have left the company for more than 1 year and have not been rehired by the company previously.
- To be eligible for the referral bonus payments, the referring employee must be an active employee at the time of the scheduled payment
- All employees of Schwan's Home Delivery are eligible to participate in the Employee Referral Program except for:
  - All Human Resources employees.
  - Executives with the title VP and above.
  - Employees who are involved in the recruitment/hiring process for the referred candidate or referred position including the hiring manager, recruiter and any other interviewers.
  - Temporary/contract employees
- The referral form must be received no later than 10 business days following the new hire's start date – no exceptions.
- The Employee Referral Bonus payout will be made via the employee's payroll, applicable taxes will be deducted from the gross payment amount.
- In the case of duplicate referrals, the Employee Referral form that is received by Human Resources first will be the eligible referral.
- A referral will remain valid for six months from the original referral date.