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Referring Candidates for Employment at NCG, Inc.

**What is the purpose of this policy?**

NCG, Inc. believes that you, because of your knowledge of NCG, Inc. and our needs, can help the company identify qualified, possibly hard-to-find candidates who could be outstanding additions to the NCG, Inc. team. NCG, Inc. will reward you for referring people that we subsequently hire.

**Does this policy apply to me?**

Yes. All employees may refer a candidate for possible employment at NCG, Inc.

**Am I eligible to receive a reward for successful referral?**

If you are Director Level or above, you are not eligible to receive a reward, since identifying good candidates is one of your responsibilities. If you are a full-time employee below the level of Director, you are eligible to receive a reward unless the position to be filled reports directly to you.

**How do I make a referral?**

1. Identify the candidate to HR. Do this regardless of whether there is a current opening. If you have a resume or other information, provide that to HR as well.
2. If you are eligible to receive a reward, complete an Employee Referral Form. You can get the form from HR. Submit the form right away, with the candidate's resume, before HR interviews the candidate.
3. Ask the candidate to put your name on his/her job application in the space for "Referral Source."

### **How do I receive a reward for the referral?**

1. You must be eligible (discussed above) and have submitted the Employee Referral Form with the candidate's resume, prior to NCG, Inc. having had any contact with the candidate.
2. NCG, Inc. must hire the candidate within 90 days of your referral.
3. The referred employee must successfully complete the introductory employment period. This must be documented for HR by the employee's manager through the standard process used to conclude the 120-day introductory period for new hires.
4. Both you and the referred employee must be employed with NCG, Inc. on the day of pay-out.

### **How much is the reward?**

In general, the following amounts apply. NCG, Inc. will not pay a referral bonus on former or current NCG, Inc. employees or on consultants. In the event that more than one NCG, Inc. employee refers the candidate in question; the reward will go to the first person who made the referral. On occasion, HR and the COO may decide to vary the reward amount depending on the urgency of NCG, Inc. hiring needs and the condition of the job market.

- \$1,000 if the candidate is hired as a Vice President or Director
- \$750 if hired as a Manager
- \$650 if hired as Professional Exempt
- \$500 if hired as Regular Full-time Nonexempt
- \$200 if hired as Regular Part-time

### **How the amount is paid?**

The amount is divided into three equal parts and paid in installments:

- First installment is paid upon project confirmation;
- Second installment upon completion of 3 months of service; and
- Third installment upon completion of 6 months of service.

### **What other materials should I reference?**

The following is available from HR:

- Employee Referral Form

**Who is responsible for this policy?**

The NCG, Inc. Human Resources Department is responsible for maintaining and interpreting this policy. Direct any questions to HR. If an issue arises about how this policy is applied, HR may elevate it to the appropriate executives for consultation and resolution.

Policy Issued:           Date: 01/03/2002