



### **1.0 Purpose**

The External Referral Program offers a one-time referral payment per referral to persons unaffiliated with ERT, to help ERT attract, hire, and retain the very best talent.

### **2.0 Eligibility**

You must be an individual person (*i.e.*, not a business entity) and a legal resident of the United States who is at least 18 years old to participate.

The following people/entities are not eligible to participate in the External Referral Program:

- Current ERT employees (Eligible for the Internal Referral Program)
- Federal Government employees
- Staffing/recruiting agencies or consultants, or any employee or consultant of a third-party to whom ERT is contractually obligated to pay a fee for the hiring of an individual referred by, or working for, such third-party.

### **3.0 Ineligible Candidates**

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral
- Candidate who has already been referred by a current ERT employee, or other third party
- Current applicant to ERT (if they have been active within the last 12 months)
- Recent or current contractor, temporary worker, payrollee, or consultant
- Provider of services to ERT that have provided services to ERT in the last 12 months

### **4.0 Payment Terms**

If you are eligible to participate in the Program, ERT shall pay you a one-time external referral payment in the dollar amount advertised under the open position for a referral. The payment will be made if the referral requirements are met, and the referred employee:

- Completes 90 days of continuous, active employment with ERT
- Is in good performance standing at the end of such 90 day period

If the referred candidate is successfully hired by ERT, you must complete and return to ERT the IRS Form W-9 (and any other documentation that ERT may require) in order to receive the referral payment. This form will be supplied to the referrer by ERT once the referred candidate has started employment with ERT.

ERT will process the external referral payment within 30 days after the referred employee completes the 90 days of employment and the required documents have been submitted. Payments will be made on a 1099 basis and paid by company check from ERT.



### 5.0 Candidate Referral Process

Referral information must be submitted through ERT's online [External Referral Submittal System](#).

*Referrals submitted any other way, or submittals that do not include all of the required information will NOT be eligible for this Program.*

**To be eligible for an external referral payment, you must provide the following at the time of your initial submission:**

- Your full name and contact information (phone number and email address)
- The referred candidate's full name and contact information (phone number and email address)
- The referred candidate's resume.

**Note:** If the referred candidate appears to be a match, we will contact him or her. The referred candidate will then be asked to complete the remainder of their application online through the ERT careers website.