

# Employee Referral Program

**\$2,000.00** for referring an applicant  
Increased \$\$\$ Incentive! We value your input in growing our team.

**1.**

## Refer a friend, refer family, refer talent!

When you hear of a job opening at Hancock Lumber, talk to your friends and family and encourage those who are interested and qualified to apply. We find that successful employment at Hancock comes when an individual is a hard-working team player, thrives in a fast paced environment and loves our industry. We also see that strong teams develop and we enjoy our work environment at a higher level when people get to know one another and make solid friendships! So you are in a great spot to recommend someone you know who has these traits and you can also accurately describe what it is like to work at our company!



**2.**

## Help us build for long-term success!

After talking with your friends and family, please make sure to communicate your referrals to HR or your manager. With every job posting comes a growing pile of applicants, so it is really helpful when you refer someone that you communicate it to the manager that will be hiring for that position. You will be required to complete a form in order to receive the bonus. Not only does this help us track your reward through the referral program, it also helps us identify those candidates you have hand selected to be a great fit for our team.



**3.**

## It pays to participate in growing Team Hancock!

If you refer an applicant who is hired, you will receive \$500 after the referred employee has been with Hancock Lumber for 30 days! Then, another \$500 at 3 months. Once they remain with the company for 12 months, you are eligible to receive an additional \$1000. That's right, easy as 1-2-3! We value your input as an employee at Hancock Lumber and appreciate your efforts in helping to create a team that can best service our customers for years to come. All part-time and full-time referrals are eligible.



Speak with your manager or contact the HR Department with any questions and to receive the required form.



# EMPLOYEE REFERRAL PROGRAM

## REFERRAL VOUCHER

Effective July 2021

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If you refer a full-time or part-time applicant who is hired you will receive \$500 after 30 days! Then, another \$500 at 3 months. Once they remain with the company for 12 months, you are eligible to receive an additional \$1,000!

Use this voucher to communicate to your manager & the HR Department when a person you referred is hired, so you won't miss out on your bonus.

Date \_\_\_\_\_

Your name \_\_\_\_\_

Referred employee \_\_\_\_\_

Manager's signature \_\_\_\_\_

Manager, please forward to the HR Department.

HR Use Only:

Paycode:  Sawmill - 104  Retail -103

1<sup>st</sup> Payout Date: \_\_\_\_\_

2<sup>nd</sup> Payout Date: \_\_\_\_\_

3<sup>rd</sup> Payout Date: \_\_\_\_\_

Updated 7/23/2021