



Referral Award Program

Get Paid for Referring High Quality Candidates!

The Referral Award Program offers a one-time referral payment to persons affiliated with A.I.S., Inc. to help A.I.S., Inc. attract, hire, and retain the very best talent.



Referral Process

- Referral information will be submitted to talentacquisitionteam@aisobservers.com.
- If more than one individual refers the same candidate and the candidate is hired by A.I.S., Inc, the referral payment will be issued based on the time stamp of the referring individual's submittal (provided the referred candidate completes 90 days of work verified by a timecard audit).
- Candidate must affirmatively inform A.I.S., Inc. of the identity of the individual by whom they were referred. **This information must be captured in the candidate application.**
- A.I.S., Inc. will contact the candidate and instruct him or her to apply online through the A.I.S., Inc. Careers website.

To be eligible for a referral award, the following information must be provided at the time of the initial submission:

- Referrer's Name and contact information (phone number and email address)
- The potential candidate's full name
- The potential candidate's contact information (phone number and email address)
- The relationship to the potential candidate
- The requisition title(s) to which the referrer is referring the potential candidate too.
- The reason(s) the potential candidate is qualified for the position
- The potential candidate's resume (and other documents, if applicable)
- One candidate per submittal



Referrals that do not include the required information or are submitted any other way or are not properly identified will not be eligible for this program.

If the referred candidate appears to be a match, the candidate will be contacted by a representative of the Talent Acquisition (TA) Department. The referred person must acknowledge the referrer and then TA will ask the referred person to apply online through the A.I.S., Inc. careers website.

The terms and conditions of the referral award program are subject to change or terminate at any time and in A.I.S., Inc.' sole discretion.

Terms & Conditions

Individuals Eligible for a Referral Award Payment

The following people/entities are eligible to participate in this program:

- Current A.I.S., Inc. employees (**excluding** coordinators, general and administrative personnel, managers, executives, their immediate family members and employees who received compensation for attending a recruiting event).
- Former A.I.S., Inc. employees in good standing with A.I.S., Inc.

Payment Terms

A.I.S., Inc. will make a one-time referral payment to the eligible referrer. The payment schedule is outlined below.

Payment Schedule		
Level of Referral	Referral Amount	When Referral Bonus is Paid
Any position listed as eligible for referral program on the A.I.S., Inc. website	\$1,000.00	after 90 days of employment

The referral must result in a successful hire and such referred employee:

- Acknowledges the referred individual as the referrer
- Referred candidates must complete 90 days of work verified by a timecard audit.
- Was hired as a result of a referral program.

Payment for referrals will be paid out in the same manner as payment is made for their paycheck for current employees and check for former employees.

Tax Liability

Referral awards are paid taxable from A.I.S., Inc. A.I.S., Inc. will report referral payments to the appropriate tax authorities.