

Employee Referral Bonus Form



**The GENEWIZ Employee Referral Program rewards current employees who refer successful candidates with a \$500 bonus!
It's simple...**

- ✔ Tell friends and family why GENEWIZ is a great place to work.
- ✔ Invite a friend or family member to apply to an open position by sending their resume and/or cover letter to HR@genewiz.com.
- ✔ Be sure to tell them to reference your name when they submit their resume and/or cover letter.
- ✔ Complete and email this form to HR@genewiz.com so we can keep track of your referral.
- ✔ If your referral successfully completes a 90 day Introductory Period, you will receive a \$500 bonus!

Instructions to GENEWIZ Employees: <ol style="list-style-type: none"> 1) Review available positions on our job board. 2) Invite friends and family to apply for current open positions by visiting the Careers page on www.genewiz.com. Be sure to include the instructions found to the right for your friend or family member. 3) Once your friend or family member has informed you that they have applied for the open position, complete the form below. 4) Email this form to HR@genewiz.com. 		Instructions to Candidates (Referral): <ol style="list-style-type: none"> 1) Apply to the job that a GENEWIZ employee told you about. 2) Be sure to reference your referrals name when you submit your resume/cover letter. 3) Inform your referral that you have applied for the position. 	
Employee & Referral Information			
GENEWIZ Employee's Name		Date Referred	Name of Candidate
Position Title and Department		Position Location	
<p>ELIGIBILITY: Candidates and employees must adhere to the instructions detailed above. In the event that two or more GENEWIZ employees refer the same candidate for an open position, the employee referenced in the candidate's application determines eligibility. All communications regarding resume status will be between Human Resources, the Hiring Manager and the candidate. In order to receive the bonus, both the GENEWIZ employee and the new hire must be actively employed with GENEWIZ at the time of payment. The GENEWIZ employee is eligible only if this form was submitted to Human Resources prior to the new hire beginning employment with GENEWIZ and only for the position referenced on this form. INELIGIBLE employees include Human Resources, the open positions' Hiring Manager and Leadership Team Members.</p>			