

Employee Referral Program



Refer Top Talent to MCI

MCI is always looking for good people, and you can help!

Research shows that new hires who come into a company as employee referrals are excellent contributors and stay with the company longer. This is where you come in!

If you know someone who would be a good addition to MCI, and they meet the qualifications for an existing open position, refer them for employment. If they are hired **you earn up to \$2,000!**

How does this work?

- Check out our job listings on our website at <http://mcihvac.com/work-for-us/>. These are updated regularly. You can also keep an eye on social media via Facebook and LinkedIn.
- Fill out the online MCI Candidate Referral Form on the “Work for Us” Page, or fill out a hardcopy with HR.
- If the applicant you referred is hired, you will receive an up to \$2,000 during the duration of their employment as follows:
 - 50% of the bonus after 90 days of employment.
 - 25% of the referral after 1 year of employment.
 - Final 25% of the referral after 2 years of employment.

That’s it! By helping us find the best people, we can continue to grow and our success can be shared by all.



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Referral Bonus Guidelines and Eligibility

1. Referral Eligibility: All MCI employees (with the exception of officers, owners, Human Resources personnel, and managers with hiring authority over the referred candidates) are eligible to refer candidates.
2. The applicant must be employed for the full 2 years to receive full bonus payout. If they are no longer employed for any reason, including termination, the remaining balance is null.
3. Only applicants who meet the essential qualifications for the position will be considered. The hiring process is confidential.
4. Eligible applicants must be the candidate's first employment with MCI.
5. Referrals cannot be presented prior to posting of available positions.
6. Notify your Supervisor or HR that you have made a referral. HR can contact the person about your referral prior to receiving their application if you provide the referral form to HR via email or in person (see attached).
7. **You will not receive a bonus unless the applicant has listed you as a referral on the formal application.**
8. Only one MCI employee can be listed as a referral on the application. Bonuses will not be split.
9. The first employee to refer a candidate will be the only referring employee eligible for payment for a given position.
10. There is no limit on the number of referrals. Each referral, if hired, is a separate bonus calculation.
11. Bonuses are considered supplemental wages and therefore are taxable as defined by the IRS.
12. Temporary employment opportunities are not eligible for the referral program.

