



ASSOCIATE REFERRAL FORM

Glacier values associate referrals! Glacier will pay an associate a **\$500** referral bonus if the following requirements are met.

Eligibility

- The referral date cannot be earlier than the date the job opening is posted.
- The new hire must have completed 90 days of work.
- There is no cap on the number of referrals an associate can make.
- If two or more associates refer the same candidate, only the associate making the first referral will receive the bonus.
- The referral must represent the candidate's first contact with Glacier.
- The referring associate and the new hire must be in good standing at time of payment.
- Management and Human Resources who make or who are involved in the hiring decisions are not eligible.

Request Procedure

Referrals are tracked within the Applicant Tracking System (ATS) with each referred candidate entering the name of the referring associate in their profile. Or the referring associate may notify Human Resources by email or submit a referral form.

The referring associate please complete this form after 90 days and return it to Human Resources.

Referring Associate: _____

New Hire: _____

Department of New Hire: _____

Hire Date: _____

Glacier has the sole discretion to change the terms of this policy at any time.