



Hourly Referral Form

Date _____

Employee Name _____

Location _____

Employee Position _____

Date of Hire _____

Referral Candidate Name _____

Address (City and State only) _____

Phone Number (_____) _____ # of Years Acquainted _____

Relationship _____

Preferred Position:

Server

Bartender

Host/Hostess

Busser

Line Cook

Prep Cook

Dishwasher

Retail Associate

Other _____

Step 1. The referring employee must complete this form and submit to the General Manager of the location for which the referred candidate is being considered. The applicant must also indicate on their application who referred them.

Step 2. If the candidate fits the restaurant's qualifications and there is a position available, the candidate will go through the interview process.

If the candidate is hired:

Referral Payment #1: Due once the referral successfully completes the training program and completes 2 full weeks of work.

Referral Payment #2: Due after the referral successfully maintained 90 days of continuous employment after their initial date of hire.

Note: The referral amount is predetermined by the Regional team and may vary by location/region. Both the referred employee and the referring employee must be active and in good standing at the time of payment.

Management Use Only:

Candidate Hired? Yes No Position: _____ Hire Date: _____ Location: _____

Payment #1

Due Date: _____ Amount: _____

Entered in NBO as "Bonus - Referral": _____

Payment #2

Due Date: _____ Amount: _____

Entered in NBO as "Bonus - Referral": _____



Hourly Referral Program and Management Procedures

We are always looking for quality members to join our team, and the Hourly New Hire Referral Program is a highly effective tool used to help staff our restaurants.

Details of the Program:

- All hourly employees are eligible to participate in the Hourly New Hire Referral Program.
- No referral bonus will be paid for any referred employee who previously worked for the Company in any capacity.
- The referring employee as well as the referred new hire must both be active and in good standing (at the Company's sole discretion) to be eligible for each payment.
- If more than one employee refers the same candidate, only the first employee to properly submit the Hourly Referral Form will be paid the bonus.
- The referral amount will be predetermined by your Regional team and may vary by location/region.
- Any exceptions to this program will require COO approval.

Management Procedures:

Step 1. The referring employee must complete the Hourly Referral Form and submit to Management. The applicant must also indicate on their application who referred them.

Step 2. If the candidate fits the restaurant's qualifications and there is a position available, the candidate will go through the interview process.

Step 3. If the candidate is hired, management will track the scheduled payment dates on the Hourly Referral Form.

Step 4. After the referral successfully completes the training program and completes 2 full weeks of work – the referring employee will be eligible for the 1st referral payment.

Step 5. The remaining payment will be due after the referral has successfully maintained 90 days of continuous employment after their initial hire date.

Note: Both the referred employee and the referring employee must be active and in good standing at the time of payment.

Enter all Referral payments in NBO Pay Adjustments, using Bonus - Referral as the pay code.