



GREYSTONE PROPERTIES

Employee Referral Program

Introduce us to the *best* people you know who will do the *best* work.

We choose carefully... very carefully. We hire people who are intelligent and capable, and who do the right thing because it's the right thing to do.

We want you to send us people who you would want to work with, and who you think would do a good job taking care of your home.

How the Program works...

Tell someone to apply for a job at Greystone. Tell them to tell us that you referred them. As soon as you refer them, YOU complete the form attached and send it to our office. If they are hired, once they have met 120 days of employment, you get paid a bonus.

Who qualifies to receive the bonus?

Current Employees of Greystone Properties **and** Current Residents of Greystone Properties.

Who can you refer?

Look for talented, good-hearted people who you would want to work with or you would want to take care of your home. It might be someone you know, or work with, or used to work with, or are related to, etc.

It might even be someone you just met who gave you outstanding customer service.

Keep these things in mind when you refer them:

- Are they qualified?
- Are they well-suited for the position?
- Do they have a good moral character?
- Will they "Pursue the Work"?
- Is it someone you would be proud to refer?
- Is it someone you'd want your name associated with?

When would you *not* be paid for a referral?

- If we haven't received your referral/reference form by the day that we extend them an offer of employment.
- If when we ask the applicant "how did you find out about working at Greystone" they tell us something other than you referred them.
- Can't receive a bonus for referring *yourself* for the job. Even though no referral bonus, we do encourage residents to apply themselves!
- Employees who are leaving employment with Greystone.
- If the referral is hired, but does not successfully complete 120 days of employment with Greystone.

Is there a maximum number of people you can refer?

No, but there is a maximum bonus of 4 times per year per Employee or Resident Household.

The bonus is \$500 for each referral. There are times that the referral is increased, so make sure to ask!



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Employee Referral/Reference Form

Today's date: _____

Greystone Employee or Resident Name: _____

Name of Job Applicant: _____

Position recommending for: _____

How do you know this person?

- Relative
- Co-worker
- Former co-worker
- Church or other organization
- Friend
- Met them and thought they would be a good fit for Greystone
- Other. Explain _____

What do you think?

- Are they qualified?
- Are they well-suited for the position?
- Do they have a good moral character?
- Will they "Pursue the Work"?
- Is it someone you would be proud to refer?
- Is it someone you'd want your name associated with?

What do you consider as this person's strengths? Things you like and respect about him/her?

Why do you think this person would be well-suited for the position?

For Corporate Office Use Only

Date received: _____ By: _____

HR Manager review: _____