

EMPLOYEE REFERRAL PROGRAM

Refer Top Quality Talent

NEW Referral Bonus Program, effective immediately. Show us the TALENT!

An employee who refers a qualified candidate who is hired will be eligible for a \$1,500.00 referral payout.

Full Time Equivalent Position	1st Referral Payment After ninety (90) days	2nd Referral Payment After six (6) months	Final Installment Payment After twelve (12) months
Full Time Status	\$500.00	\$500.00	\$500.00
Part Time Status	\$250.00	\$250.00	\$250.00

How do I qualify?:

- Candidate must include referral's name on application in: <https://www.firsttrust.com/careers>
- Employee should email HR with candidate referral name and position to HResources@firsttrust.com.

How am I paid?:

- Referral and employee making the referral must be actively employed at the time of the payout.
- The incentive payments will be paid through payroll and subject to all legally required tax deductions.

Special Note:

*No incentive will be paid for hires that have been previously employed at Firsttrust, or applicants seeking temporary positions.

*Managers are not eligible to receive the bonus for hires within their own office/department.

*Officers of Firsttrust that are SVP and above are not eligible to receive the bonus payment.