

XL SPECIALIZED TRAILERS, INC.

EMPLOYEE REFERRAL FORM

Referral Guidelines

1. Employee Referral Program will run through December 31, 2008 (Fiscal year)
2. Employee Referral Program applies to any open position within the Company.
3. Employees who refer a candidate must have active employment status with the Company to receive referral award (Minimum of 60 days of employment).
4. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resource department.
5. You are eligible for a referral award only when you refer external candidates.
6. If the candidate you refer is hired, you will receive a referral award of **\$300.00** after the new employee has worked for the Company 60 days (must successfully pass introductory period). Separate payroll checks will rendered the following Friday after their 60-day introductory period has been met.
7. HR and executive management staff are not eligible for a referral award.
8. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

Employee Information

Employee Name: _____ Date: _____

Supervisor: _____ Department: _____

Location (Site): _____ Telephone Number: _____

Signature: _____ Date referred: _____

Referral Information

Candidate Name: _____

Location (Site): _____ Telephone Number: _____

Position Referred For: _____

Why this candidate is qualified for this position:

KSA's (Knowledge, Skills, and Abilities):

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____