

AGY Candidate Referral Form

Referral Guidelines

Employees are encouraged to refer qualified candidates for open positions posted on the company’s website using the following guidelines:

- Candidates will not receive a referral reward for referring themselves or applying for a position
- The referred candidate must have completed 180 days of employment and is still employed
- A Referral Form must be received by HR prior to or in conjunction with receiving a candidate’s resume or application
- In the event of multiple referrals for the same candidate, the first one received will take precedence
- Referral forms will be kept for six (6) months from the date of receipt. If no hire is made within that time, the referral will no longer be eligible for a reward

Referring Party Information (AGY Employee)

Today’s Date: _____ E-mail Address: _____

Name: _____ Phone No: _____

Referral Information

Candidate Name: _____ Relationship: _____

E-Mail Address: _____ Phone No: _____

Position Referred For: _____

Why are you recommending this candidate? _____

By initialing this box, I acknowledge that I have read and understand AGY’s Referral Incentive Program Policy. I understand that if the candidate I referred is employed as a result of my referral, on the candidate’s 181st day of employment, I will receive a referral reward in my regular paycheck following this date.

**Please email this completed form to: jobs@agy.com or bring it to the Human Resources office
(2556 Wagener Road, Aiken, SC 29801)**