

The Fine Print

The Alexander Metals Inc. Employee Referral Awards Program is based on market conditions and hiring needs.

Alexander Metals Inc. reserves the right to amend, interpret, terminate or suspend the program at any time without written notice.

Questions?

Contact Barbara Hood, Office Manager, at 615.256.6070 or b.hood@alexandermetalsinc.com.

ALEXANDER
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Does Someone You Know Need a Job?

Refer

People You Know

EARN CASH!



ALEXANDER
METALS INC.

Employee Referral Awards Program

ALEXANDER METALS INC.

**You Refer.
We Hire.
You Earn \$250!**

At Alexander Metals Inc., we know from experience that many of our finest employees have come to us through employee referrals.

That's why we're making it easier and more rewarding for you to encourage everyone you know to apply for open positions at AMI.

The Employee Referral Awards Program will pay \$250 for each person you refer, provided that certain conditions are met.

Eligibility for the Program

If you are an AMI employee, you are eligible to participate in the Employee Referral Awards Program. To receive your incentive payout after someone you refer is hired, you must be on the AMI payroll at the time of payout. Keep in mind that the program is designed to reward the referrals of external candidates only. And anyone you refer must be authorized to work in the U.S.

How to Find People to Refer

Think about everyone you know. Family members, friends, neighbors, and other people you see every day. Tell them about your experience working at AMI and our company's unique family-oriented culture. Get a copy of the Why Work for Alexander Metals? flyer from Barbara Hood and give it to your prospect so he or she can read more about the benefits of working here. Invite prospects to visit the Careers page at www.AlexanderMetalsInc.com to learn more about the company and its open positions.

How to Make the Referral

Complete and submit an Employee Referral Form, noting on the form which position you think would be best for the person you're referring. There does not have to be a job posting to submit a referral. We're always looking for qualified candidates, so if you know someone who might be a good fit, submit a Referral Form for that person. Referral Forms are available for download online on the Employee Referral Awards Program section of the Careers page. You can also get copies from Barbara Hood.

Receiving the Incentive Payout

You'll receive \$250 for each new candidate you refer who is hired for a position at AMI and works at least 60 days. Incentive payouts are paid in two installments: the first half after the person you referred hits 30 days of service, and the second half after the person you referred hits 60 days of service. The incentive payout is considered taxable income. AMI will gross up the amount of your incentive payout check to cover your taxes. Your net incentive payout will be \$250. Remember that you must be on the AMI payroll when the incentive payout is paid in order to receive it.