



EMPLOYEE REFERRALS



REFER. REWARD. REPEAT.

Employee Referral Program Guidelines (effective 4.14.15)

At Waste Management, we know that employee referrals are one of the most successful ways to attract new employees to our business. In fact, nearly one-fourth of our hires come from referrals. We also know that no one knows our business like our current employees. Our Employee Referral Program (ERP) encourages you, as an employee, to get involved in the identification of new talent and rewarding you with cash bonus opportunities.

With your help, we'll attract qualified candidates who are seeking a career at Waste Management, so start thinking about who you know that may want to become part of our team.

PURPOSE:

The purpose of the Employee Referral Program is to reward current employees for referring qualified candidates for jobs at Waste Management. Employee completes an online referral via www.myWMjob.com prior to their referral applying for an open position. As an alternative, Employee can provide their employee identification number to the referral for notation during the apply process.

REFERRAL INCENTIVES:

- If the referred candidate is hired, the referring employee receives \$500.00 (if all eligibility requirements are met).
- Incentives are paid in one increment, to one employee (the bonus cannot be split between employees). This payment is made after the referred individual is hired and successfully completes 100 days of continuous, active service.
- All amounts are post-tax
- There is a 30-day processing period for payouts
- At the time of payout, the referring employee must be on active payroll status. Exceptions include referring employees who left active payroll after referring candidate due to a Medical or Military leave of absence.
- The new employee must be on active payroll status at the time of payout.
- There are no limits on the number of referrals per employee.

POSITIONS ELIGIBLE FOR THE REFERRAL BONUS:

Externally posted requisitions are eligible for a referral award, with the exception of internships.

EMPLOYEES ELIGIBLE TO REFER:

United States and Canada Waste Management Employees- on active pay status

The following individuals are welcome to refer candidates; however they are **not** eligible for bonus payouts:

- Vice President level or above
- Employees in Human Resources
- Employees involved in the interview/selection process
- Employees in the direct hiring/reporting chain of the open position.
- Interns

CANDIDATE ELIGIBILITY:

The following candidate referrals are **not** considered eligible for the program:

- Current employees of Waste Management, in a full or part time capacity.
- Former employees of Waste Management who return within one year after leaving the company.
- Candidates for Intern positions.
- Candidates who applied to Waste Management before the employee made the referral.
- Referrals previously submitted by another employee within a 2 year period (effective 4.14.15).
- Temporary workers (unless approved by Director of Talent Management), seasonal employees, independent consultants or contractors.

REFERRAL PROCESS:

Employees must take the following steps to qualify for a payout. [View Video>>](#)

Step 1: Employee logs into the Employee Career Portal at www.myWMjob.com.

Step 2: Employee scrolls down to **Refer A Friend** section and clicks on **Submit a Friend's Profile**.

Step 3: Employee completes the information on the 'Refer a Friend' screen with the friend's first name, last name, phone number, email address and uploads a resume, if available. Done!

Alternative: *Employee provides referral with their employee identification number and instructs the referral to enter it when prompted during the apply process.*

In the event more than one employee is named during the referral process, the employee tied to the candidate using Steps 1-3 above, will be considered the bonus eligible employee.

Once the referral has been submitted the employee will receive a message that states: "Your referral has been successfully submitted!" along with an acknowledgment email.

Employees can check the status of their referral by logging into their Employee Careers profile and clicking on the referral tab.

Note: Immediately after the employee receives this acknowledgement their friend will be able to apply for any open positions of their interest.

Candidate must take the following steps Note: To receive a bonus payout, when applying, your friend must use the same email address that you provided in the referral or supply your employee id when applying:

Option 1: Click on the link provided in the email they received inviting them to apply. Search and apply to positions of their interest.

Option 2: Go to www.wm.com , Careers page, search and apply to positions of their interest and supply your name and employee id when asked if they were referred by a current Waste Management employee.

REMINDERS:

- To be considered eligible, electronic referrals must be submitted online **before** the candidate applies for a position, or referral documents verifiable information such as Employee Name and Employee Identification Number during the application process.
- If your friend or family member wants to apply for multiple positions, the employee will be considered the referrer for a 2 year period.
- Employees can view and check status of their referrals from their Employee Career Profile (www.myWMjob.com).
- There is no limit on the number of referrals per employee.
- Do not apply for someone else while logged into the Employee Career Portal. Doing so will make you the applicant, not your friend.

OWNERSHIP:

Talent Acquisition will be responsible for making payments once all eligibility conditions are met. When the payment is made the HR Coordinator will be notified. When this notification has been received the HR Coordinator will advise both the Recruiter and the local Finance Representative that the payment has been made. The hiring manager's budget will be charged for the referral bonus.

Questions can be submitted to EmployeeReferralPayment@wm.com.

Waste Management reserves the right to determine whether referred candidates are qualified for open positions covered by this program. We reserve the right to modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be honored based upon the current terms of the program.