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SSTech LLC 400 E Royal Lane, Building Three, Suite 290, Irving, TX 75039

Email: <u>info@sstech-llc.com</u> Website:www.sstech-llc.com

## EMPLOYEE REFERRAL PROGRAM

SSTech LLC 'Employee Referral Program is a recruiting tool designed to encourage SSTech LLC 'employees to refer qualified candidates to fill open positions at SSTech LLC .

## **Eligibility**

Current employees of SSTech LLC' are eligible to make referrals through this program. In case of multiple referrals, the first employee to submit the referral will be recognized as the referring employee. The candidate who is referred to the open job position should not be a current employee of the company.

## **Incentives Offered**

If the new employee, who was hired through employee referral program, stays with the company for at least **180** days or more, then the referring employee receives a special bonus in the amount of \$1000. There is no limit to the number of referrals an employee can make, or the number of referrals bonuses an employee may receive.

## **Referral Procedure**

Candidates can be referred to any open position by contacting HR directly. If the candidate referred to by the employee is offered and accepts the position, HR will contact the employee who made the referral directly. Upon meeting the requirements, the candidate must apply with the HR Department for the referral fees by providing the candidate's name.

Note: Current Job Postings and Openings can be obtained by contacting HR directly or by going to the website www.sstech-llc.com under the "Careers" section. Please contact the HR directly regarding any questions.