

# EMPLOYEE REFERRAL PROGRAM

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## “HELP A FRIEND, HELP YOURSELF”

**Niteosoft, Inc. d/b/a Compworldwide** (hereinafter “Niteosoft”) Employee Referral Program provides a monetary incentive for existing employees to refer qualified external candidates that are hired for “difficult to fill” position. The career position included in the program is:

**SOFTWARE ENGINEER (1 opening)** – Responsible for complete IT project life cycle development from design & development, to implementation & product deployment, Exp's must include utilizing: C#, Java, J2EE, XML, XSL, JSP, JDK, Oracle, Eclipse, Documentum, EMC Captiva, Web Services, Visual Studio, Webtop, Tomcat, Solaris. Req. supervision of team members. Job locations in Edison, NJ & travel to various unanticipated locations throughout the US for different short & long term assignments.

The Employee Referral Program information may also be found on the Niteosoft website.

Please visit: [www.compworldwide.com](http://www.compworldwide.com)

All Niteosoft’s career staff employees, by following the procedures established is eligible with the exceptions of:

- Human Resource employees
- Supervisory/Management positions within the reporting chain of the bonus eligible job opening

### ELIGIBLE CANDIDATES

Only external candidates are eligible for consideration. Temporaries & contractors on assignment to Niteosoft are considered internal. Former Niteosoft employees or contractors are eligible if it has been more than six months since their break in service with Niteosoft. External candidates who have previously applied *and* are in an active status in the Niteosoft applicant tracking system may be eligible if they are referred for a specific position(s). Recruited resumes obtained either via job fairs or advertisements are not eligible.

Referrals will be honored for six months from the original referral date.

### BONUS AMOUNT

A \$500 bonus will be paid to eligible employees after 6 months of hire when the following criteria have been met:

- Referring Niteosoft employee must be employed at time of referral and time of payments.
- Referred applicant must be Niteosoft employee at time of payments.

### PROCEDURES

Employees must follow the described procedures to submit a referral for an open position to be eligible for the program. The referral form (see below) must be submitted prior to the date of hire, with specific requisition numbers listed. The completed Employee Referral Program form must be submitted separately by the referring Niteosoft career employee to:

Niteosoft, Inc. d/b/a Compworldwide,  
Attn: HRM-MS  
6 Kilmer Road, Suite P.  
Edison, NJ 08817,

Employees participating in the program should be aware that referral bonuses are considered income and are subject to appropriate taxes. Employee Referral Program bonuses are charged to the department that hires the referred individual. Human Resources will initiate the bonus payment process after an eligible referred candidate has been hired and has been employed for the required amount of time.

This notice has been made available to all applicable Niteosoft employees through the Company Bulletin Board as well as through [www.compworldwide.com](http://www.compworldwide.com)