



MassTech Employee Referral Program

Help Us Discover the Next MassTech Employee!

Employee referrals are one of the most efficient ways to attract top-notch talent to MassTech. Do you know someone who may be the perfect addition to the MassTech team? If your referral is selected to fill an open position, you are eligible to earn the following award:

Regular Full-Time & Part-Time Positions	\$500.00
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What opportunities are available here at MassTech?

View our open positions here: <https://apply.workable.com/masstech/>

How the Program Works

There are 3 easy steps that will get you on your way to earning your award:

1. Complete the Employee Referral Recommendation Form available from HR.
2. Attach your referral's resume to the completed form and forward to HR by email or interoffice mail.
3. Remind your referral to put down YOUR name on their employment application in the section asking where he or she heard about the position.

If the referred applicant is hired, Human Resources will inform you. You will receive the Employee Referral bonus in your regular paycheck following 90 days of employment of the referred applicant. (Subject to applicable taxes). Also, please be advised that if you are no longer employed by MassTech after the 90 days, you are no longer eligible to receive the bonus.

Who is eligible to participate?

All MassTech full-time or part-time regular employees with the exception of:

- MassTech Executive Staff
- Human Resources Staff
- Direct or indirect Managers/Supervisors for whom the referred applicant will work
- Employees involved in the hiring decision for the position

PLEASE READ THE FINE PRINT

Only external candidates qualify as award eligible referrals. Current MassTech employees, contractors, temporary staff or interns who have worked for MassTech within the last twelve months do not qualify as award eligible referrals. The Human Resources department reserves the right to determine eligibility questions under this program and reserves the right to modify or discontinue this program at any time.