

# EVERYONE'S WANTED.

## CFO - Keith Korte Organization Non-Management Employee Referral Program

These guidelines have been updated as of March 29, 2021.

Referral Bonus - \$600 (Payment \$300 – bonus after 30 days employment, \$300 – bonus after 6 months employment)  
Program Dates – 3/29/2021 – 4/30/2021

### Employee Eligibility

All active, full-time, non-management employees in the CFO – Keith Korte Organization are eligible to make employee referrals. To be eligible, the referring employee must be in the Korte organization and the resulting successful new hire must meet the title and location criteria listed under Applicant Eligibility.

The following restrictions apply:

- Senior Managers and Officers of the company (5<sup>th</sup> Level and above) are not eligible.
- An employee is not eligible if they are in the HR, Staffing/Recruiting, Hiring chain of command.

## Applicant Eligibility

The following restrictions apply to Applicants submitted:

- Applicant must be hired into a role that meets the following Title/Job Key, Location designation:

Group	Job Title	Job Code	State(s)
CFO	Premises Technician	01135303	IN, OH, WI
	Wire Technician [CWA03]	14000100	LA, MS, TN
	Premises Technician (Counties)	01135306	Northern CA*

\*Northern CA Locations include: Antioch, Brisbane, Castro Valley, Concord, El Sobrante, Fairfield, Fremont, Mountain View, Oakland, Pleasanton, Redwood City, San Francisco, San Jose, San Leandro, San Rafael, Santa Clara, Santa Rosa, Vallejo

- Applicant must be submitted as outlined below in “Procedure for Submitting an Employee Referral”.
- Applicant must be submitted by 4/30/21.
- Applicant must not be a current employee, former employee (rehire), non-active, temporary, term, occasional or contract personnel *currently* assigned to AT&T.

## Procedure for Submitting an Employee Referral

- Go to [www.att.jobs/erp](http://www.att.jobs/erp) to start the process.
- Complete all fields. If you do not have a specific requisition number to enter, please choose Technician from the job category.
- Once submitted, you will receive an email verifying the referral was a success. Your referral will receive an email inviting them to apply online.

OR

- Provide your ATTUID to your referral to insert when applying at att.jobs.
- The referring employee will receive an email when the referral successfully applies to a position.

Only Applicants submitted using this procedure will be considered.

Applicants submitted directly to a manager or to a recruiter will not be considered.

All referrals expire after 6 months if the applicant is not hired.

**IMPORTANT:** *Due to the number of applicants and employee referrals that we receive, we are unable to provide an ongoing status to you regarding your referral. Referrals are distributed to our recruiters/hiring managers based on numerous factors and the needs of the business.*

## Payment Guidelines

The following guidelines apply to the Program:

- Employees are eligible to earn multiple awards. Award payments cannot be shared by AT&T employees.
- Award payments are pre-tax amounts and are subject to regular tax withholdings.
- The referring employee and the referral employee must be active employees at the time of payment in order to be eligible.
- Employees must not make commitments or promises of employment to persons they refer.
- This program operates within the Company's Equal Employment Opportunity policies.
- AT&T reserves the right to modify or eliminate this program at any time without notice. This program is not affiliated with any other referral programs.

We expect employees to be honest, trustworthy, and operate with integrity. Discrimination and all unlawful harassment (including sexual harassment) in employment is not tolerated. We encourage success based on our individual merits and abilities without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, marital status, citizenship status, military status, protected veteran status or employment status. We support and obey laws that prohibit discrimination everywhere we do business. AT&T fully considers all qualified applicants including those with a criminal history.

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