Employee Referral Program Guidelines (effective 1.1.14)

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-third 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. All Employee Referrals must be completed online (www.myWMjob.com) prior to a candidate applying for an open position. If an employee does not have internet access, he or she may refer a candidate using the phone number (855)-MY-WM-JOB.

REFERRAL INCENTIVES:
• If the referred candidate is hired, the referring employee receives $500.00 (if all eligibility requirements are met). On occasions when open jobs are placed on our ‘Hot Jobs’ list, a higher referral bonus may be offered. The referral bonus amount will be displayed on the online job posting.
• 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:
Requisitions eligible for a referral award will be identified on the Employee Careers website (www.myWMjob.com) –look for “Employee Referral Eligible” on the job listing. Please note, position posted to employees only are not referral bonus eligible.
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 for a position (specific requisition) before the employee’s referral to the specific requisition.
- Referrals previously submitted by another employee to the same job requisition
- Temporary workers (unless approved by Director of Talent Management), seasonal employees, independent consultants or contractors.

REFERRAL PROCESS:
Employees must take the following steps prior to the candidate applying to qualify for a payout.


Step 2: Search available openings and click on ‘Refer a Friend to this Job’ located on the job description. Please note positions posted to employees only are not available for employee referral.

Note: Employee referral eligible positions will have a ‘Y’ for Yes in the ERP eligible column and there will be a ‘Refer a Friend to this Job’ button on the job description. This option is not available from the External careers website that prospective candidate access.

Step 3: Employee completes the information on the ‘Refer a Friend’ screen with the friend’s first name, last name, phone number and email address. Done!

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 the candidate will be able to apply for the position. The candidate will be notified via email and asked to apply for the position.
Candidate must take the following steps AFTER employee has completed the referral steps. If the referred candidate does not use the options provided below, employee who submits the candidate will not receive an employee referral bonus. Advise your friend to apply using one of these methods:

Option 1: Click on the link to the job from the email they received inviting them to apply.

Option 2: Go to www.wm.com, Careers page, select 'Apply Now', then select the job category, then select the position that matches the same requisition number that you referred them to and then they can apply. Note: To receive a bonus payout, when applying, your friend must use the same email address that you provided in the referral.

Option 3: Call the careers line at 877-220-JOBS, to apply over the phone. Your friend must use the same requisition number and email address that you provided in the referral.

REMINDEERS:

- Employees browse for open jobs via the Employee Career Portal (www.myWMjob.com) to submit a referral.
- All referrals must be submitted online for open requisitions only and before the candidate applies for a position.
- Referrals will not be accepted when typed in an email, added to a resume, sent from the candidate or mentioned verbally.
- If your friend or family member wants to apply for multiple positions, the employee would need to complete a referral for each requisition.
- Once a requisition is closed and your candidate has not been hired the referral is automatically expired.
- 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. This will send the submission in under your name and employee number and does not count as a valid submission or referral.

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 or not 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.