



# External Referral Program

September 8, 2021





## How it Works

The **external referral program** offers a one-time referral payment of \$1,500 to unaffiliated persons to help Allnorth attract, hire, and retain the best of the best in our Canadian and US office locations.

The best part? There is no cap. If you continue to successfully refer great people to our [open positions](#), we'll keep rewarding you!

So, what are you waiting for? If you know someone great that would be a fit for our open roles, please email their resume along with [this completed form](#) to [externalreferrals@allnorth.com](mailto:externalreferrals@allnorth.com).



By submitting a candidate for referral, you are agreeing to the following terms and conditions:

### THE EXTERNAL REFEREE:

- You must be an individual person (i.e. not a business entity), and a legal resident of Canada or the United States who is at least 18 years of age
- You must not be a staffing/recruiting agency or consultant (or associated with same)
- You must refer your candidate to a specific open posting for a full-time and regular position
- The open posting that you are sending the candidate referral for must be listed in the subject line along with the name of the candidate. (e.g. Subject: Civil Engineer – Vancouver – Bob Jones)
- You must not refer yourself
- You must know the referred candidate in a professional or personal manner. By participating in the program, you represent and warrant that your referred candidate is aware of and agrees to the submission

## The Fine Print





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### YOUR REFERRAL CANDIDATE:

- Must be an external candidate
- Must be associated with a specific open posting / requisition
- Cannot be a previous team member or contractor of Allnorth, or an immediate family member of a current or previous team member or contractor of Allnorth. A team member includes students, part-time team members, temporary team members, etc.
- Must not be a candidate that is in Allnorth's database, or has applied to Allnorth or been in contact regarding employment opportunities at Allnorth within the last 12 months
- All referrals are valid for 6 months from the time of submission. If the candidate is hired more than 6 months after the date your referral was submitted, no referral payment is payable



### PAYMENT TERMS

If you are eligible to participate in the external referral program, Allnorth will pay you a one-time referral payment if the referral leads to a successful regular full-time hire, and the referred team member:

- Acknowledges he or she was referred by you
- Completes their 3 month (90 day) probationary period
- Is in good performance standing at the end of this probationary period
- Is still employed by Allnorth at the time the external referral fee is to be paid

In the event that more than one person refers the same candidate, payment will be made for the first referral received by Allnorth. We will notify you if your candidate has already been referred by somebody else.

In the event that your referral contacts Allnorth regarding employment opportunities before you email your referral submission, the referral payment will not be paid.





## The Referral Process

Please submit your referral along with [this completed form](#) to [externalreferrals@allnorth.com](mailto:externalreferrals@allnorth.com). Email must include your referral's name and resume in order to be valid. Referrals submitted through any other means will not be eligible. You will receive an acknowledgement email of your submission.

If the referral is hired at Allnorth, and Allnorth determines that you are eligible for a referral payment, Allnorth will contact you.

Allnorth will process the external referral payment approximately 30 days after the referred team member completes 90 days of employment mentioned above, and you have submitted the required referral form.

For external referrals in the U.S., you must complete and return IRS Form W-9 and the referral form in order to receive the referral payment. This form will be supplied to you by Allnorth once your referred candidate has started employment with Allnorth.

Allnorth may modify or terminate the external referral program at its sole discretion and without notice. Referral fee payment is at the sole discretion of Allnorth. By submitting a referral, you agree that you are solely responsible for any taxes imposed upon the referral fee paid to you by Allnorth and that you shall comply with all applicable law or regulation.





## Recruiters and Placement Agencies

Allnorth does not accept unsolicited agency resumes. We will not pay fees to any third-party agency or firm associated with unsolicited resumes. Unsolicited resumes received will be considered property of Allnorth.



## About Allnorth

With four decades of experience and a team of 450 people, Allnorth provides multi-discipline engineering and construction services in civil, mechanical, structural, electrical / automation, and process engineering to the infrastructure, mining, oil and gas, and pulp and paper sectors across Canada and the US.

In addition to these engineering services, we offer surveying, materials testing, 3D scanning, geographic information systems, environmental assessment and monitoring, project and construction management.







[allnorth.com](http://allnorth.com)