

REAL WORLD TECHNOLOGIES, INC.
EMPLOYEE REFERRAL BONUS PROGRAM
POLICY AND PROCEDURE

This information is being provided to inform & remind employees of our on-going employee referral program.

Real World Technologies, Inc. believes an effective way of increasing the success of hiring and retaining good people can fall in the hands of its own employees. The company encourages employees to refer friends, colleagues, and people you previously worked with for job vacancies. To reward employees for referring qualified candidates who subsequently are hired, Real World Technologies, Inc. pays the referring employee a cash bonus of \$1,000 for each successful referral made in accordance with the following general provisions. A complete list of current openings may be found on our website at <http://www.rwts.net/careers.html>.

Referral Program Procedure: The referring employee must forward the qualified candidate's resume to his/her hiring manager for consideration. If the candidate's qualification meets the requirements of the open position, the hiring manager will contact the candidate and conduct a brief phone interview. If the candidate successfully passes the phone interview, a physical interview is scheduled. At this point the referring employee must complete an Employee Referral Form and submit it to the Human Resources Department.

Referral Bonus Payment Procedure: Employees who refer a qualified candidate who subsequently is hired and remains employed for at least six months are eligible for a referral bonus payment of \$1,000. This bonus is paid in two installments; (1) a cash payment of \$500 after the new hire completes three months of employment; and (2) a second cash payment of \$500 after the new hire completes six months of employment. All bonuses paid under this program are subject to tax withholding.

Referral Bonus Eligibility Criteria: No referral bonuses are paid for referrals of candidates who are rehires or persons returning from a leave of absence. To be eligible for either of the two-bonus payments described above, the referring employee must still be in the company's payroll at the specified dates. Additionally, to avoid possible conflicts of interest, referral bonuses are not paid for job candidates referred by management officials or employees working in the Human Resources Department. Any appropriate conduct related to this program will cause Real World Technologies, Inc. to deny bonus payments.

Enforcement Responsibility: In accordance with the job-posting program, all open positions for which employees can refer qualified candidates are posted in the lunchroom and at other designated locations and maintained by the Human Resources Department. The Department also is responsible for administering the employee referral program, including processing all referral forms and bonus applications and resolving any disputes.

Position(s) for which we are currently actively seeking qualified candidates:

Real World Technologies, Inc. has an opening for a **Project Manager** (*Ref# PM1110S*) to work in Farmington Hills, MI and various unanticipated locations throughout the U.S. Job Duties: Determine project goals and priorities with client management, program manager, and project sponsors. Responsible for managing and coordinating a project phase / key deliverables of the project. Follow project management best practices for both Waterfall and Agile projects. Conduct project kick-off meetings, define project objectives and scope, track risks, and manage detailed project schedules. Create RACI deliverables for all projects. Create all project planning documentation, maintain project documentation, and follow clients' defined processes. Develop and maintain productive working relationships with project owners, business functions, IT developers, vendors, and other project stakeholders. Conduct regular meetings, facilitating communications to ensure coordination and cooperation among team members. Plan and facilitate project review meetings to expedite requirements and resolution of project issues. Establish customer expectations of project scope, deliverables, and procedures for project communications and dissemination of information for team members. Communicate a clear vision of the project objectives and conduct regular meetings with the cross-functional project team to achieve them. Prepare, implement, monitor, and update the project plan. Generate project reports. Coordinate with the business owner and upper-level management to ensure the actions are consistent with the approved plan. Create and maintain a project log for all project risks, project issues, and change controls. Use of CA Clarity PPM (Project Portfolio Management), ChangePoint, JIRA, Service Desk, MS Project, HP ALM, MS SharePoint, MS Office, and Windows. Travel and/or relocation required.

Requirements: This position requires a Master's degree or foreign academic equivalent in Computer Science, Business, CIS, MIS, or a related field. Plus 1 year of experience in the job offered or 1 year in a related occupation including Project Analyst or related experience. Position requires 1 year of experience with CA Clarity PPM and MS Project. 40hrs/week.

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To apply for the employee referral bonus, please mail the candidate's resume along with the attached completed form to:

Real World Technologies, Inc.  
Attn: HR/Re: Employee Referral Program  
28423 Orchard Lake Road, Suite 203  
Farmington Hills, MI 48334

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**THIS INFORMATION WAS DISTRIBUTED VIA  
EMAIL**

**TO ALL OF OUR EMPLOYEES ON 01/02/2019, and IT  
HAS ALSO BEEN POSTED ON OUR WEBSITE.**

**REAL WORLD TECHNOLOGIES, INC.**

**Employee Referral Form**

Name of Employee \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Manager \_\_\_\_\_

Name of Person Referred \_\_\_\_\_

Relationship with Person Referred:

Colleague  Friend  Former Coworker  Other \_\_\_\_\_

Date Referral Made \_\_\_\_\_

Referral for What Position \_\_\_\_\_

Resume Attached?

Yes \_\_\_\_\_ No \_\_\_\_\_

Completed Application Attached?

Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Information for Referral

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe the individual I am referring as a job candidate is qualified and interested in the position identified above. I understand that if this individual is hired as a result of this referral, I will be eligible for a referral bonus that will be paid out only after the individual has worked the necessary period of time specified for such referral bonus payments.

X \_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date