

**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.\**

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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 **Test Specialist** (Ref# TS329MK) to work in Wixom, MI and various unanticipated locations throughout the U.S. Job Duties: Responsible for quality assurance and testing analysis of business applications software or specialized utility programs. Review and analyze client specific business and system requirements and scope of services. Translate business and system requirements into technical test requirements. Analyze functional and technical system design for testability and provide test effort estimates. Collaborate in the analysis of advantages/disadvantages of business solution alternatives as they are reviewed and a recommendation is made. Participate in the proactive review of enterprise processes and applications. Function as testing specialist in the inspection of business and systems requirements. Work with the development team to determine the test approach and translate requirements and user stories into test plans, test cases, and use cases.

Provide input to test automation developers in order to create new automated test cases and/or modify existing automated test cases. Support vendor testing. Develop test cases that support the positive expected results as identified by the requirements/stories. Use business knowledge to identify parameters for developing test cases. Use established tools and templates for ensuring test cases are clearly linked to the requirements/stories. Execute test plans and manual and automated test cases for enterprise-wide applications and interfaces between internal and external systems. Assist other testing staff with developing and executing test plans. Validate application test results to verify documented system requirements/stories. Raise awareness of application, tool, and data issues found through the testing process to ensure requirements have been addressed and all impacted systems work appropriately. Assist in the testing of user documentation developed for training to validate system performance. Provide use case demonstrations to internal business customers. Identify, analyze, and retest defects relating to system changes, procedures, or workflows. Ensure defects found in testing are resolved. Ensure customer approval of test results is obtained prior to moving code to production. Create and maintain test management documentation and creating and distributing reports and communicating directly with the customer. Assist in reviewing, evaluating, and making recommendations for process improvements. Participate in groups/committees related to processes, standards, and best practices. Understand, use, and retain the technical and business knowledge of the enterprise for testing purposes. Assist in developing documentation for testing tools and conducting training for the same. Use of HP ALM / Quality Center, Bugzilla, MS SharePoint, MS Project, and MS Office. Travel and/or relocation required.

Requirements: This position requires a Bachelor’s degree or foreign academic equivalent in Computer Science, Information Technology, Business, CIS, MIS, or a related field. Plus 2 years of experience in the job offered or 2 years in a related occupation including Business Analyst, Test Analyst, or related experience. Position requires 1 year of experience with developing test plans based on the business requirements. 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  
29105 Lorie Lane, Suite A, Wixom, MI 48393

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I hereby certify this information has been posted in the following public area during the cited period to notify our employees of the employee referral program details and open positions:

Date Posted: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Place where notice was posted: 29105 Lorie Lane, Suite A, Wixom, MI 48393 – \_\_\_\_\_

X \_\_\_\_\_  
Signed: Vishnu Jampala, President

***THIS INFORMATION HAS BEEN POSTED INTERNALLY IN COMPANY’S BULLETIN BOARD AND POSTED ON COMPANY’S CAREERS’ WEBPAGE***

**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