



The EMPYREAN GROUP LLC

EMPLOYEE REFERRAL PROGRAM

July, 2008

Dear Empyrean Group Employees:

The Empyrean Group is always searching for the most talented, quality people to join the company. What better resource to find this talent than from our own group of talented employees! Therefore, we are announcing an **Employee Referral Program**. Ask your valued friends and colleagues if they would like to apply for a position with The Empyrean Group as a temporary employee. Then, complete the referral form. It's that simple. If your referral is hired by The Empyrean Group, ***you will receive a gift certificate valued at \$25!***

How To Apply:

An Employee Referral Form may be obtained from your employment package, your Handbook, or by downloading and printing a copy from The Empyrean Group website (www.theempyreangroup.com) Fill out the form or a copy of it. The applicants you refer must have this form attached to the resume that they submit to Employee Relations. You cannot refer anyone who has already applied to The Empyrean Group, who already works for The Empyrean Group, or anyone who has worked here within the last twelve months.

How You Are Rewarded:

The Empyrean Group will pay you a cash award of \$25 if the person you referred is hired for a position and completes six months of continuous employment. You must be employed by The Empyrean Group at that time to collect payment.

If you have any further questions about the Employee Referral Program, please call or email your Empyrean **Employee Relations** Representative at 724-631-0003.

The Empyrean Group reserves the right to determine whether or not referred applicants are qualified for positions covered by the program. The Empyrean Group may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.

In the event an applicant is referred from more than one source; for example, from two employees, or an employee and an employment agency, the deciding factor will be the date of receipt of the referral within The Empyrean Group. The Empyrean Group will inform the participating parties when such situations arise.

Very truly yours,

Janice V. McGee
President, The Empyrean Group



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Employee Name:	
Company Assignment and Location:	
Telephone Number:	Home Work Mobile
Employee Referral Name:	
Position Applying For:	
Telephone Number(s) they can be reached:	Home Work Mobile

Please attach this form to the applicant's resume and submit to:

The Empyrean Group
629 Wood Street
P. O. Box 553
Harmony, PA 16037
Attention: Employee Relations

Telephone: 724-631-0003
Fax: 724-631-0066