Employee Referral Program Guidelines

Purpose:
The purpose of the Employee Referral Program is to reward current employees for referring qualified candidates for jobs at Delta. All Employee Referrals must be completed online via eBid prior to a candidate applying for an open position.

Referral incentives:

- If the referred candidate is hired, the referring employee could receive $500.
- Incentives are paid in one-$500 increment. This payment is made after the referred individual is hired and successfully completes 180 days of continuous, active service.
- All amounts are pre-tax.
- There is a 30-day processing period for payouts.
- At the time of payout, the referring employee must be
  - On active payroll status
  - Not on any current corrective action (e.g. written coaching, corrective action notice, etc.).
- The new employee must be on active payroll status at the time of payout.
- There is no limit on the number of referrals per employee.

Employees eligible to refer:

- U.S. based employees - on active pay status in these groups
  - All scale employees (full-time and part-time)
  - Ready Reserve employees
  - Merit employees, General Manager and below (full-time)
  - International employees, Interns, Co-op employees and Senior level executives (director and above) can refer candidates but are not eligible for payouts

Employees ineligible to refer:

- Any employee (scale or merit) within the chain of command and/or having authority over the hiring decision
- Employees on inactive pay status
- Subsidiary employees
- Contractors or employees of any Delta contractor
- Retirees
Candidates ineligible to be referred:

- Current Delta employees
- Candidates that are former Delta employees who return within one year after leaving the company
- Candidates for pilot positions
- Candidates for Seasonal Jobs, Co-op and Intern positions
- Candidates who applied for a position before the employee’s referral to the specific requisition
- If a candidate applies for a requisition or is hired as a result of a Delta sponsored recruiting event or as a result of a source other than submission to the Employee Referral Program prior to the employee’s referral such as through a career fair, online job board, advertisement, etc., then the referring employee will not be eligible for a payout
- Candidates referred to Delta through a search firm or other staffing professionals

Referral Process:

- Employees will browse eBid and prospective candidates will browse www.deltajobs.net for open jobs prior to submitting a referral. **Note:** Jobs listed on eBid that are ERP eligible will have a ‘Y’ for Yes in the ERP column and there will be a ‘Refer a Friend to this Job’ button. This option is not available from the www.deltajobs.net website that the prospective candidate will access.
- The employee submits the referral online by selecting the “Refer a Friend to this Job” button located on the requisition.
- The employee will complete the ‘Refer a Friend’ screen with the friend’s first and last name, home phone and email address.
- Once the referral has been submitted the employee will receive a message that states: “Your referral has been successfully submitted!” **Note:** Immediately after the employee receives this acknowledgement the candidate will be able to apply for the position.
- In addition, after the referral is submitted the employee will receive an acknowledgement email for their records.
- The candidate will be notified via email and asked to apply for the position.

Friend Bids on a Job:

There are 3 ways your friend can bid for the job you referred them to and be linked to you. Advise your friend to apply using one of these methods:

- Click on the link to the job from the email they received inviting them to apply.
- Enter http://www.delta.com/, select ‘Apply Now’ and click on the ‘I was Referred’ link in the left navigation bar.
Go to www.delta.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: When applying, your friend must use the same email address that you provided in the referral.

Reminders:

- Employees browse for open jobs via eBid and prospective candidates browse www.deltajobs.net prior to submitting 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, mentioned verbally to a manager or by using a PeopleScout reference number.
- 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 Delta Profile.
- There is no limit on the number of referrals per employee.
- Do not apply for someone else while logged into ESS. This will send the bid over under your employee number and does not count as a valid bid or referral.
- Log out of ESS when you leave your computer, especially if you are using a shared computer. Your bid or referral will not be correct because someone else was logged in and their information was applied – not yours!

All award determinations made under the Employee Referral Program are at Delta’s sole discretion. Delta reserves the right to amend, limit, or discontinue this program at any time for any reason and the existence of this program does not constitute a contract with any individual.