

Employee Referral Bonus Program - USA

As an employee, you understand what it takes to be successful here -- and you know people who would make great Mentor employees. Mentor welcomes and values your qualified referrals.

Much of our success in attracting top talent can be attributed to our own employees who recommend outstanding candidates for job openings. When we hire one of those candidates we recognize the employee's initiative with a Referral Bonus. The size of the bonus varies with the type of opening and location of the job. Referral Bonuses are subject to all applicable income taxes and are subject to change from what is posted.

Please visit our Employee Referral Portal to submit a referral for a specific job opening. If the candidate that you refer is hired, you *may* be eligible to receive a referral bonus. See qualifications below.

Eligibility to Receive a Referral Bonus

- You must be on Mentor Graphics payroll at the time the referred employee is hired.
- You must actively bring the candidate to Mentor Graphics' attention through the online referral process.
- The hiring manager must complete the Bonus Form, including the email approvals outlined in the [HR eForms Approval Matrix](#).

Exclusions

- You are a manager of the new hire.
- You are a member of the Global HR Team.
- You are involved with the College Program at the new hire's school.
- The referred employee is currently working for Mentor Graphics or has worked for Mentor within the past 12 months.
- The referred employee is a contingent worker, temporary employee or contractor at Mentor Graphics.
- The person referring the candidate is in a position of pay grade G11-G12, T11-T12, or S12-S14.

Other Considerations

- The referral program is not a mandatory program.
- The referral program and processes currently varies by region.
- No other referral programs will be permitted without the prior approval of the Chief HR Officer and the CFO (Chief Financial Officer).
- Payouts usually occur in the next payroll cycle.
- For any issues, contact the ERP owner, [Jodi Householder](#).