

EMPLOYEE REFERRAL PROGRAM

“HELP A FRIEND, HELP YOURSELF”

Quality Matrix, Inc.

Quality Matrix, Inc., (hereinafter “Quality Matrix”) Employee Referral Program provides a monetary incentive for existing employees to refer qualified external candidates that are hired for “difficult to fill” position. The career positions included in the program, in alphabetical order, are:

- **Software Engineers:**

Participate in project life cycle development including requirement gathering, software design, development, & testing. Requires supervision of team members. Experience must include utilizing: **1) (Code # SE012):** Java, J2EE, ASP.Net, VB.Net, QTP, SOAP, Quality Center, Test Director, VSS, XML, Oracle, DB2, MS Access, MS Project, Siebel, Agile, UNIX. **2) (Code # SE013):** Oracle, Teradata, PL/SQL, SQL Developer, Datastage, Business Objects, OBIEE, Putty, Unix Shell Script, Quality Center, QTP, XML, TOAD, UNIX. **3) (Code # SE014):** SAP, abap, ecc, crm, c, c++, Java, SQL, PL/SQL, Oracle, MS Visio, Crystal reports, Business Objects, MS Access, UNIX, Solaris. **4) (Code # SE015):** C, TRIZETTO FACETS, EDI HIPAA GATEWAY, Trizetto CARE ADVANCE, Network Pricer, NASCO, ITS HOST, PYTHON, Ruby on Rails. **5) (Code # SE016):** DIAMOND 950, CONTROL-M, TRIZETTO QNXT, JIRA, Blue Squared, SOAP UI, Groovy.

For all positions above: Job locations in Westborough, MA & travel to various unanticipated locations throughout the U.S. for different short & long term assignments.

All Quality Matrix career staff employees, by following the procedures established is eligible with the following exceptions:

- Human Resource employees
- Supervisory/Management positions within the reporting chain of the bonus eligible job opening

ELIGIBLE CANDIDATES

Only external candidates are eligible for consideration. Temporaries & contractors on assignment to Quality Matrix are considered internal. Former Quality Matrix employees or contractors are eligible if it has been more than six months since their break in service with Quality Matrix. External candidates who have previously applied *and* are in an active status in the Quality Matrix applicant tracking system may be eligible if they are referred for a specific position(s). Recruited resumes obtained either via job fairs or advertisements are not eligible. Referrals will be honored for six months from the original referral date.

BONUS AMOUNT

A \$500 bonus will be paid to eligible employees after 6 months of hire when the following criteria have been met:

- Referring Quality Matrix employee must be employed at time of referral and time of payments.
- Referred applicant must be Quality Matrix employed at time of payments.

PROCEDURES

Employees must follow the described procedures to submit a referral for an open position to be eligible for the program. The referral information (see below) must be submitted prior to the date of hire, with specific requisition numbers listed. The completed Employee Referral Program document must be submitted separately by the referring Quality Matrix career employee to:

Quality Matrix, Inc.

Attn: HRM (Employee Referral Program)

8 Lyman Street, Suite #210

Westborough, MA 01581

Start: 05/30/2012

End: 06/14/2012

Employees participating in the program should be aware that referral bonuses are considered income and are subject to appropriate taxes. Employee Referral Program bonuses are charged to the department that hires the referred individual. Human Resources will initiate the bonus payment process after an eligible referred candidate has been hired and has been employed for the required amount of time.