



## PROGRAM OVERVIEW

Search | Select | Hire Talent's Referral Program is designed to reward individuals who refer qualified candidates to our recruitment company. If the referred candidate is successfully placed with one of our clients, the referrer will receive a generous reward as a token of our appreciation.

### Eligibility

- **Who Can Refer?** The program is open to everyone: clients, candidates, and the general public. There is no limit to the number of referrals an individual can make.
- **Who Can Be Referred?** Candidates must be new to Search | Select | Hire Talent and must not already be in our database. They should meet the minimum qualifications for the position they are referred for.

### How the Referral Program Works

#### 1. Submit a Referral:

- Referrals must be submitted via our website: click on a job, click on "learn more", scroll down to the bottom as if you are going to apply, and find the "Or refer someone" text under the "Apply for this job" button.
- You must provide the candidate's full name, contact information, resume, and the specific job opening or general job category they are suited for.

#### 2. Confirmation:

- Once the referral is submitted, you will receive a confirmation email with a unique referral ID to track the progress of your referral.

#### 3. Candidate Screening:

- Our team will review the candidate's qualifications. If they meet the requirements, we will reach out to them for further evaluation.



#### 4. Interview and Placement:

- If the candidate is successfully placed in a position with one of our clients and completes a probationary period (typically 100 days, depending on the client), you become eligible for the reward.

#### Rewards

##### 1. Monetary Rewards

- **Standard Non-Managerial Roles:** For each successful referral resulting in placement, the referrer will receive a cash reward of \$500.
- **Managerial Roles:** For each successful referral resulting in placement, the referrer will receive a cash reward of \$800.
- **Director-level and/or Specialized/Hard-to-Fill Roles:** For Director-level roles or roles requiring niche skills, the reward can be up to \$1,200.
- **Leadership Roles (VP, C-Suit, and BOD):** For each successful referral resulting in placement, the referrer will receive a cash reward of \$2,500.

##### 2. Non-Monetary Rewards (as a bonus for top referrers only)

- **Gift Cards (Non-Managerial Roles):** Up to \$500 in gift cards for high-end retailers or restaurants.
- **Luxury Experiences (Managerial Roles):** All-expenses-paid weekend getaways, fine dining experiences, or spa packages.
- **Technology and Gadgets (Director and above Roles):** The latest smartphones, tablets, or home tech gadgets.

These Non-Monetary Rewards are based on a minimum number of successful placements per referrer within a 12 months period:

- Gift Cards (Non-Managerial Roles): 5 successful placements



- Luxury Experiences (Managerial Roles): 3 successful placements
- Technology and Gadgets (Director and above Roles): 2 successful placements

### Program Rules

- **Timeframe:** The referral reward is only payable if the referred candidate is hired and remains employed beyond the probationary period.
- **Referral Validity:** A referral remains valid for 12 months from the date of submission. If the candidate is hired within this period, the referrer is eligible for the reward.
- **Notification:** Referrers will be notified of the candidate's hiring status and expected reward payout timeline.
- **Taxes:** All rewards are subject to tax laws (where applicable), and it is the responsibility of the referrer to report and pay any applicable taxes.

### Referral Program Recommendations

- **Internal Communications:** Regular updates and success stories to be shared with colleagues, family, and friends.
- **Social Media Activity:** Use social media platforms to spread awareness and encourage referrals from your network.
- **Network Engagement:** Inform your network about the program to encourage their participation, leading to more referrals from their own.

### Terms and Conditions

- The referred candidate must acknowledge the referral when approached by Search | Select | Hire Talent



- If two or more individuals refer the same candidate, the first referral received by the agency will be honored.
- Search | Select | Hire Talent reserves the right to modify or terminate the referral program at any time with prior notice.
- Referrals of candidates who are already in the recruitment process or on our database will not be eligible for a reward.

### **Contact Information**

For any questions or to submit a referral, please contact us at [info@ssh-talent.com](mailto:info@ssh-talent.com) or visit our website at [www.ssh-talent.com](http://www.ssh-talent.com)