

## Talent Connections' Referral Program

Talent Connections values referrals from our network. Much of the work we do comes from the kind referrals from others who trust that we will provide a quality service to the person or company that they are connecting us to.

To incent and reward referrals and appropriately recognize the value of someone else's time and their network, Talent Connections has developed this robust Referral program.

Details of the program are below. If there are any questions regarding the referral program terms and conditions, please address them to the Senior Talent Consultant listed on the Job Order in question.

### Referral of Candidates

The referral fee will be based upon the resources available and the likely profitability of the search.

#### **Referral Fee Guidelines:**

Retained Search	\$1,000-2,000 gift card
Contingent Search	\$500-1,000 gift card
Contractor placement	\$100-250 gift card

**Referrals must be made with regard to a specific, advertised job opening.** We do not pay referral fees when someone refers a candidate, the candidate is added to our database, and subsequently later is placed in a job. Only referrals that are submitted to specific, published job orders will qualify. Each job order will specify if a referral fee is to be offered and the amount of the fee.

The referrer is only eligible for the referral fee if they are the first one to have approval from the candidate to submit them for a published job order. Referrers must discuss the available position with the candidate and obtain the candidate's permission to submit them to Talent Connections as a referral. Then, the referrer must submit their referral to the Senior Talent Consultant listed in the job order via e-mail.

Someone cannot refer themselves (it's been tried before!).

This Referral Program is intended for someone to refer candidates with whom they have personal knowledge or have worked with enough to know their personal integrity, character, and work successes. This program is not intended to reward someone who seeks out unknown candidates for referral. Talent Connections reserves the right to terminate this program at any time and will be the final judge for eligibility for the program rewards.

Referrals are paid after the job order is filled, the candidate completes our guarantee period (if applicable), and once the client remits full payment for our services. Referral fees will be paid in the form of gift cards from <http://giftcards.gifts.com/>. The Senior Talent Consultant will mail the gift card to the referrer, and the recipient will be able to choose from hundreds of top merchants – and can even split the amount between several merchants if they choose.



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The referrer's name and the fee paid will be included in the next job order posting to the Talent Connections' email network and will be posted on the Talent Connections website on a case by case basis after securing approval from the referrer.

### **Referral of Job Orders**

Job Order Referral Bonus          \$100-1,000 gift card

We'll pay for Job Order referrals. Payment level will be decided upon after a discussion between the Senior Talent Consultant and Tom Darrow or Susan Kent. Payment will be made as follows:

1. Retained search – after Talent Connections has been paid the retainer fee by the client
2. Contingent search – after Talent Connections has been paid the contingency fee for the search
3. Contractors – after 160 contract hours have been paid for by the client
4. Consulting – after the client has paid for the service.

While we appreciate any referral, you cannot receive a gift card for referring a job order at the company where you are currently employed.