



## Referral Program

COMPASS Staffing is always seeking qualified IT professionals to fill our open positions, and you can help. Research has shown, and our own experience supports, that new hires who come to us through employee and associate referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That is where you come in! If you know someone who would be a good addition to COMPASS Staffing, you may be awarded a referral bonus of \$1500 (less taxes) if you refer a candidate and he or she is hired.

Employees and associates must formally refer candidates to Human Resources through the employee referral program link on COMPASS Staffing's webpage or by using the attached candidate referral form. The referral must include a resume with email and phone contact information.

## Program Rules

- All COMPASS Staffing employees, except those at vice president level and above, and Human Resources personnel, and managers with hiring authority, are eligible for the referral bonus and quarterly drawing.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with COMPASS Staffing.
- Temporary, summer, and former employees of COMPASS Staffing are not eligible candidates for referral awards.
- To be eligible for an award, an employee or associate must submit a referral to Human Resources with a candidate referral form and a resume or employment application to [info@COMPASSstaff.com](mailto:info@COMPASSstaff.com)
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee or associate to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments are issued after 90 working days of the referred employee's first day of employment at COMPASS Staffing.

COMPASS Staffing is a full-service staffing and recruiting firm offering discounted direct hire fees with full-term guarantees. We offer a 90-day contract to hire options on all active resources. With COMPASS Staffing you keep more of your HR and project's budget using our reduced fees and contractor conversations schedules. We help organizations accelerate their business innovation and growth through targeted project staffing and custom talent solutions. We would appreciate the opportunity to discuss how COMPASS can be a valued partner to fill your open requirements.

To view a full menu of our services please visit [COMPASS.com](http://COMPASS.com)

COMPASS Staffing is an Affirmative Action Employer that is committed to hiring a diverse and talented workforce. EOE/Disability/Veteran.