

# REFERRAL PROGRAM

## Details & Regulations

### Overview of the Referral Process

1. Referrer submits a candidate through our [web form](#).
2. Both parties receive an email confirming the submission.
3. The candidate must become hired and meet the minimum work requirements for the referrer to receive their referral payment.

### Referrer Requirements

To be eligible to participate and receive payment through our referral program, the referrer must either be:

- An active employee of ESS | Source4Teachers (or ESS | MissionOne)
- A faculty/staff member of a school district that partners with ESS | Source4Teachers (or ESS | MissionOne)
  - District employees must register with a valid district email address to be eligible
  - District administrators are excluded from this program

### Candidate Requirements

To be eligible for referral payment, the referred candidate must meet the following requirements:

- The referred candidate must be entirely new to the ESS | Source4Teachers (or ESS | MissionOne) application process. At no point in history can the candidate have started an application, even if it was ultimately never completed.
- The referred candidate must complete their application, become hired, and:
  - ESS | Source4Teachers candidates must work eight (8) or more days within their first 30 calendar days (the 30-day period begins on the date of the candidate's first completed assignment).
  - ESS | MissionOne candidates must accept a full-time position and complete three consecutive months in that job.
- The referred candidate must not have undergone any disciplinary action.

### Referral Payment Details

Eligible referrers will receive payment based on the following guidelines:

- Each successful referrer will receive \$75 for candidates 1-5 and \$100 for candidates 6 and beyond.
- There is no limit to the number of people you may refer; however, employees of our partner school districts are limited to earning a maximum of \$575 per calendar year (January 1 – December 31).
- Referral bonuses are paid out quarterly in July, October, January, and April.
  - If the recipient of a referral payment is an employee of ESS | Source4Teachers (or ESS | MissionOne) already receiving direct deposits or paychecks, the referral bonus will be added to the last paycheck of the month the payment is scheduled to be awarded.
  - If the recipient of a referral payment is a district employee, a check will be mailed to the address submitted through our form.