



Employee Referral Program - Canada

Do you know someone who would be a great addition to CareerBuilder? Earn up to **\$2,000 for who you know!**

You Have a Candidate to Refer – Now What?

Have your referral go to our [CareerBuilder Careers Site](#) & apply for the position(s) they would like. Your referral **must** put your name down as the person who referred them for each position they apply to in order for you to get the referral bonus.

Referrals are tracked and screened by the Corporate Recruiting team. Candidates whose qualifications meet the position requirements will be forwarded on to hiring managers for further consideration.

Referral submissions are job based. If a new position comes up different than what the referral was submitted for, the referral is eligible to be submitted by another employee to that position. Sales roles are the exception (ex. If a referral is submitted for an Account Executive position and hired for an Online Consultant, the original referrer is still eligible). **Same position referral submissions expire after 6 months.**

How Does Bonus Payment Work?

Employee Referral Bonuses are paid in two installments through CareerBuilder's Payroll. For payroll purposes, referral bonuses are subject to standard 401(k) deductions and taxes.

The first installment of the referral bonus is paid on the pay day following the referral's start date. The second and final installment is paid after the referred employee completes six (6) months of service with CareerBuilder. The bonus will be paid in the last payroll cycle of the following month. Both the employee and the person referred must be actively employed at the time the bonus is scheduled to be paid in order to receive the referral bonus.

- **Bonus Amount for full-time positions** – The total bonus amount for referring a full-time employee is \$2,000. It is paid in two installments: \$500 for the first payment and \$1,500 for the final payment.
- **Bonus Amount for part-time positions (25+ hours per week)** – The total bonus amount for referring a part-time employee is \$500. It is paid in two installments: \$200 for the first payment and \$300 for the final payment.
- **Contractor Referrals – There is no bonus for referring a contractor.** In time, if the contractor becomes a full-time employee, the employee that referred that contractor will be eligible for a referral bonus based on the date of hire as a *full-time employee* (not based on the contract start date). Bonus payment will be processed following the same guidelines as above.

Eligibility

All CareerBuilder employees are eligible to participate in the Employee Referral Program, with exception to: Officers, members of the Board of Directors, Vice Presidents, Directors, Area Sales Managers, and managers/employees with hiring authority over the referred candidates.

The following scenarios do not qualify for the Employee Referral Program:

- **Candidates who have already been contacted for an opportunity by CareerBuilder or any of its divisions within the past 6 months**
- **Candidates who have submitted a resume and/or applied for a position within the past 6 months**
- **Candidates that have been previously submitted through an employment agency**
- **Former CareerBuilder employees**

The Human Resource Department determines eligibility for referral bonuses. Incentive promotions may be offered at the discretion of the Corporate Recruiting team. CareerBuilder reserves the right to change or cancel the terms and conditions of the Employee Referral Program at any time. Last Revised 11/5/15.