



## Employee Referral Program

### How do I submit my referral?

Direct the person that you are referring to the [CareerBuilder Career Site](#). They will need to search for the job they are interested in and apply. As part of the application, there is a field for the candidate to add your name as the referring employee. This field must be completed for you to receive a Referral Bonus.

If the referred candidate meets the requirements for a current opening, a recruiter or hiring manager will reach out. Due to the volume of applicants, the candidate may not be contacted if they do not meet minimum requirements of an open role.

### When do I receive my bonus payments?

- Employee referral bonuses are paid in two installments through payroll on the end of month pay date. Referral bonuses are subject to standard 401k deductions and taxes.
  - 1<sup>st</sup> payment (\$500): Upon completion of the referral's first month of employment; you will receive your first payment at the end of the following month. Ex: Your referral starts November 15<sup>th</sup>, they complete their first month on December 15<sup>th</sup>. The \$500 payment will be included on the month-end January paycheck.
  - 2<sup>nd</sup> payment (\$1,000): Upon completion of the referral's first six months of employment; you will receive the final payment at the end of the following month. Ex: Your referral starts November 15<sup>th</sup>, they complete their six months on May 15<sup>th</sup>. The \$1,000 payment will be included on the month-end June paycheck.
- Part-Time employee referrals are eligible for a total of \$500. The first payment is \$200, and the second is \$300. Pay dates follow the same schedule as above.
- Both employees must be actively employed at the time the bonus payment is made.

### Who is eligible to receive the referral bonuses?

Any active employee that refers a hired candidate to a CareerBuilder role is eligible for referral bonus. Some exceptions include:

- Officers
- Vice Presidents
- Any manager, employee, or recruiter that has hiring authority over the role
- Contractors

The following candidates will not qualify for the referral bonus:

- Previous employees
- Interns
- Contractors

If you have any questions about this policy, please reach out to your HR Representative or email [cbcareers@careerbuilder.com](mailto:cbcareers@careerbuilder.com).