



# The Employee Referral Program at InSys Consulting

InSys Consulting offers a bonus to all employees (salaried employees, W2 employees and subcontractors) who refer qualified applicants hired by the company in accordance with the in-house referral program.

*(Note: Officers of the company and recruiting managers are not eligible for referral bonuses.)*

## To qualify for a bonus:

- The referee must be an employee of InSys and have personal and professional knowledge of the referred candidate's qualifications.
- If the candidate is hired by InSys, he or she must complete a minimum of 180 billing days in order for the referral to qualify.
- Candidates must be new referrals. Candidates who are already in our database or currently active in our referral process will not be considered eligible referrals.
- Both the referee and the referring employee must be working for InSys and active on InSys payroll at the end of the 180-day billing period.
- Salaried and W2 employees will then receive a bonus of \$1,000; subcontractors will receive \$500.

## How to refer a candidate:

- Send your recommended candidate's resume via e mail to [referrals@insys.com](mailto:referrals@insys.com) with the subject line "Employee Referral."

## What happens after you do:

- An InSys recruiter will be assigned to your referral (you will receive a confirmation email with the recruiter's contact information). If you have any questions throughout the process, simply contact the recruiter.
- The assigned recruiter will review the resume to determine if the candidate's skills are appropriate.
- If the fit is good, a call will be scheduled as the initial step in the interview process, followed by a face-to-face meeting, if warranted.
- If the candidate is hired by InSys, your name will be included as the referee in the new employee file.
- After the 180-day billing requirement is met, your bonus will be issued as part of your regular paycheck; subcontractors are required to submit an invoice after the 180-day billing period requirement has been met; payment will be processed Net 30.