



Referral Program

Rules and Rewards

2016-2017 Academic Year

Referrals

- **Why should I refer?**
 - Refer because you love your school.
 - Refer because you know that it takes a strong team to help our scholars climb the mountain to college.
 - Refer because nearly 50% of our new teammates for the 2016-17 school year were referrals!
- **Who should I refer?**
 - Your college roommate, your TFA crush, your cousin, your babysitter...
 - Anyone you think is great.
 - Someone you just met who might be interested in working to close the achievement gap.
- **How should I refer?**
 - Go [here](#) for the referral form.
 - Be ready with your referral's first and last name and email address.

Rewards

TEAM RECRUIT REFERRAL BONUS:

\$500

For referrals hired for school leader, teacher, or social worker roles.

\$250

For referrals hired for TIR, behavior specialist, paraprofessional or school culture associate roles.

TEAM RECRUIT REFERRAL CONTESTS

Talent Partners will share other fun referral contests throughout the year.



www.achievementfirst.org

495 Blake Street
New Haven, CT 06515
203 773 3223

335 Adams Street, Suite 700
Brooklyn, NY 11201
718 623 2660

370 Hartford Avenue
Providence, RI 02909
401 347 1106 ext. 30610

General Rules:

- A referral is someone who has not applied or interviewed with Achievement First in the past.
- To participate in the referral bonus program, you **must submit the referral's information through the [Referral Submission Form](#)**. A link to this form can also be found on Many Minds.
 - This submission must take place prior to a candidate's submission of an application in order to be eligible for a bonus.
- You must be the first person to refer the name to Team Recruit in a given school year in order to be eligible for a bonus.
- Referral bonuses are for referrals hired full time as: school leaders, teachers, TIRs, paraprofessionals, social workers, and behavior specialists/interventionists only.
 - Due to the current needs of the network, we will be prioritizing bonuses for school-based academic and cultural staff and are not offering bonuses for network support or school operations positions at this time.
- Referral bonuses will be paid for hires made in the same school year as the referral. The hire must be for the same school year (immediate opening) or the one that directly follows. Specifically, referrals made in 2016-17 must be hired by the end of July 2017 for mid-year 2016-17 or for 2017-18 openings.

Exceptions:

- Achievement First has agreements with some other charter networks and with TFA. Team Recruit may not be able to reach out to your referral if they work for certain other schools or are a first year TFA corps member.
- People who worked for AF in any capacity prior to being referred do not qualify as referrals.
- You cannot retroactively claim a hire.
- Team Recruit does not provide bonuses for referrals to TFA where the corps member is then placed as a teacher in an AF school.
- Principals are not eligible for bonuses for referrals that result in hires for their own school.
- Senior level network support teammates (Vice Presidents, C-level) are not eligible for referral bonuses.

Bonuses:

- Referral bonuses will be included in your regularly scheduled paycheck within 4 -10 weeks after Team Recruit has notified you of your bonus.
- Referral bonuses are subject to taxes.
- Referral bonuses will not be paid during the months of December, January, July and August. All bonuses earned in that time period will be paid by the first payroll of February or September.
- You will not receive a referral bonus if your referral left AF before your bonus was processed.

Send us your referrals using the online [Referral Submission Form](#)

If you have questions about the referral program, please contact referral@achievementfirst.org