

Thank you for your interest in our referral program!

With 37 schools and counting, we’re always looking for amazing educators and operations teammates who are dedicated to helping us close the opportunity gap. We know that our scholars deserve the best, and we’re thrilled that you would share your networks and encourage them to join our Achievement First Team & Family.

Please read below for an overview of our referral program rules and rewards.

Overview

A referral is any individual who you think would be a great fit for a school based **instructional** or **operations** role at Achievement First. As a thank you for your efforts, Team Recruit is excited to award AF employees cash bonuses if your referral is hired. *Bonus amounts are determined by our hard to fill areas and are outlined below.*

REFERRAL REWARDS	Referral signs an offer letter before January 1, 2020 for a 2020-21 position and is still an employee with AF on <u>September 1, 2020</u> .	Referral signs an offer letter on or after January 1, 2020 and is still an employee with AF on <u>September 1, 2020</u> OR a referral is hired for a <u>mid-year opening</u> .
<ul style="list-style-type: none"> • Principals-in-Residence • Principals 	\$2,000	\$1,000
<ul style="list-style-type: none"> • Deans • Teachers • Teachers-in-Residence • Instructors 	\$1,000	\$500
<ul style="list-style-type: none"> • Paraprofessionals (CT/RI) • Student Culture Assistants • Behavioral Specialists 	\$250	
<ul style="list-style-type: none"> • Directors of School Operations 	\$1,000	\$500
<ul style="list-style-type: none"> • Directors-in-Residence • Student Service Managers 	\$500	\$250
<ul style="list-style-type: none"> • Office Coordinators • Principal Assistants 	\$250	

(See next page for more details)

- Bonuses for referrals hired for a position in the **2020-21** school year will be paid out September 15, 2020 if your referral is still an employee with Achievement First on **September 1, 2020**.
- Alternatively, if your referral is hired for a position in the **2019-20** school year, bonuses will be paid out four times a year (once a quarter).
- **Referral bonuses are subject to taxes and will appear in your regular paycheck.**

General Rules

Please read carefully to ensure your referral submission meets all requirements to be bonus eligible.

Note: Your referral does not qualify for a bonus if your referral has started an application **before** you submit the [official referral form](#). **There will be no exceptions.**

- The referral submission must take place **before a candidate begins an application** in order to be eligible for a bonus.
- 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*.
- A referral is someone who has not applied or interviewed with Achievement First in the current school year (August 19, 2019 - current).
- **Referrals reset at the start of every school year.** Only referrals submitted after August 19, 2019 will be eligible for a 20-21 referral bonus. Should you wish to have a previous referral reconsidered for a position in our schools, please resubmit their information using the official referral form.
- You must be the first person to refer the candidate to Team Recruit in a given school year in order to be eligible for a bonus.
 - *Should two people refer the same person in the current school year, the bonus will be awarded to the first person to submit the referral form.*
 - *Should two people refer the same person but in different school years, the bonus will be awarded to the person who referred in the current school year.*
- Referral bonuses will **not** be awarded for candidates hired in Network Support roles.
- **We are unable to offer the "before January 1" bonus to referrers whose 20-21 hire pivots to a midyear (19-20) hire.** *The amount awarded is for the position the referral is **officially hired** for.*

Please note that Team Recruit will only pay out a referral bonus when the general rules below have been followed.

Program FYIs:

- **Achievement First has agreements with various charter networks and organizations.** As such, Team Recruit may not be able to reach out to your referral if they work for one of our partners.
- **People who have worked for AF in any capacity prior to being referred do not qualify as referrals.** Should you refer a former AF staff member that is hired, you will not be eligible for the bonus.
- Referrals must be submitted through the official form. **Referrals that are emailed directly to Team Recruit or the referral@achievementfirst.org inbox will not be honored.**
- *Hiring managers are not eligible for bonuses for referrals that result in hires for their own school.*
- *Senior Network Support teammates (Vice Presidents, C-Levels) are not eligible for referral bonuses.*
- *Members of Team Recruit are not eligible for referral bonuses.*

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

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