

REFERRAL PROGRAM

RULES & REWARDS

2021-22 ACADEMIC YEAR (referrals reset on June 25, 2022)

Thank you for your interest in our referral program!

With 41 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 carefully to ensure your referral submission meets all requirements to be bonus eligible. To submit a referral, go to the **OKTA portal** and search for **Greenhouse**. From there, you can submit referrals manually, and share your referral link on social media.

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.

OVERVIEW

A referral is any individual who you think would be a great fit for a school based Instructional, Leadership 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.

FAQ

★ Can I send my referral via email?

Referrals must be submitted through the Greenhouse portal. Use the **OKTA portal** to access Greenhouse and submit a referral. Referrals that are emailed directly to Team Recruit or the referral@achievementfirst.org inbox will not be honored.

★ How will I receive my referral bonus?

Referral bonuses will appear in your regular paycheck and is subject to taxes.

★ Who can I refer?

- School-based instructional teammates. Must have their Bachelor's Degree or in process of having it before they are hired.
- Leadership or Operations teammates.
- Referral bonuses will not be awarded for candidates hired in Network Support roles.
- 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.

★ When do I receive my referral bonus?

- Bonuses for referrals hired for a position in the 2022-23 school year will be paid out September 2022 if your referral is still an employee with Achievement First on September 1, 2022.
- Alternatively, if your referral is hired for a position in the 2021-22 school year, bonuses will be paid out four times a year (once a quarter), if your referral is still an employee with Achievement First 30 days after their first day of work.

★ Who can submit a referral?

- Everyone can submit a referral however not everyone will receive a referral bonus.
- Hiring managers 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.
- Members of Team Recruit are not eligible for referral bonuses.

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

| Referral Rewards | Referral signs an offer letter for a 2022-23 position and is still an employee with AF on September 1, 2022. | Referral signs an offer letter for a mid-year position in the current school year and is still an employee with AF 30 days after their first day of work. |
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| Principals-in-Residence Principals Director of School Operations | \$2,000 | \$1,000 |
| Science Teachers Math Teachers Special Education Teachers | \$2,000 | \$1,000 |
| Deans Teachers (<i>excluding Math, Science, and Special Education</i>) Teachers-in-Residence Instructors Directors-In-Residence Student Service Managers | \$1,500 | \$750 |
| Paraprofessionals (CT/RI) Student Culture Assistants Behavioral Specialist Social Worker Office Coordinators Principal Assistants | \$500 | \$250 |

PROGRAM FYIs

You must be the first person to refer the candidate to Team Recruit in a given school year 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 that referred in the current school year.

Referrals reset annually on the last day of school year. Only referrals submitted after June 25th, 2021, will be eligible for a 22-23 referral bonus. Should you wish to have a previous referral reconsidered for a position in our schools, please resubmit their information using the **Greenhouse platform**, which you can access through the OKTA portal

A referral is someone who has not applied or interviewed with Achievement First in the current school year.