## New Hire Referral Bonus Program for 2021-2022 Hiring Season

DSST Public Schools recognizes that one of the best sources for new team members is referrals from current team members. Historically, many of our new hires come from referrals from current team members, community members, students, and families!

As an organization we believe a diverse, equitable, and inclusive team leads to innovation in thinking, planning and decision making, which allows us to better serve all our students, staff, families, and the community – regardless of background, experience, social and/or cultural identity. We are actively recruiting a diverse candidate pool. As you think about your personal and professional network, we would love to reach out to any connections or leads you have that you think could help DSST build a more diverse, equitable, and inclusive team that is representative of our student body - racially, ethnically, socially, economically, culturally, and experientially.

To show our appreciation for leads and referrals, and the talent they bring to our network, DSST has created the following referral incentive system:

Referral Bonuses are paid for every referral hired and employed at DSST Public Schools for at least 60 days. Bonuses for Hiring Season Referrals are paid in October 2021. Mid-Year and Home Office referral bonuses are paid on the next paycheck following 60 days of employment.

Type of Referral	Bonus Amount
<b>Mid-Year Referral</b> (hired to fill vacancies between 1 <sup>st</sup> & Last day of school)	\$700
Hiring Season Referral (hired to fill 2021-2022 school year roles)	\$500
Home Office Referral (hired to fill home office vacancies anytime of year)	\$350
Hard To Fill Referral - Added 4/16/2021 (hired to fill a Math, Science, or Special Education Teacher or Center Lead position between 4/16/2021 and 7/18/2021)	\$1,000

## What is a referral? (When in Doubt - Refer!)

- Someone you know personally that will contribute positively to DSST Public Schools
- Someone you have personally recruited and convinced to join our team

How do I get recognized for referring someone to DSST? (one of the following conditions must be met)

- The candidate names you in their application.
- You refer the potential candidate through our referral page on the website: <u>Refer a Friend</u>.

## Eligibility Requirements:

• Anyone can refer a future team member to DSST Public Schools! Referral bonuses are only paid to current employees of DSST.

## Important Details:

- The referred candidate is subject to the same interview process as all other candidates and is not guaranteed a position with DSST Public Schools.
- There is no limit to the number of referral bonuses that an individual may accumulate.
- If there is a discrepancy (i.e. more than one person refers the candidate), we will ask the candidate who referred them (if the candidate names multiple individuals, the bonus will be split evenly).
- Referred candidates cannot be current or prior employees of our network including our pipeline programs (i.e. student teachers, apprentice teachers, current coaches/elective teachers, TFA corps members, or launch fellows from TFA).
- The referral program does NOT apply to temporary positions or positions paid via stipend.
- The following individuals are NOT eligible for referral bonuses: members of Talent Acquisition Team, School Directors hiring for their own schools, Home Office Hiring Managers hiring for their own departments.

Have any questions? E-mail humancapital@scienceandtech.org