

## External Talent Referral Bonus Program

### We're serious about building talented, creative teams - \$5,000.00 serious!

Our favorite way of hiring new people is through referrals! In fact, it's one of the most successful ways we have grown our Technology, Analytics and Account Management teams. If there is someone in your personal or professional network that you think would thrive in our fast-paced environment and collaborative culture, than send them our way.

Exchange Solutions is offering a talent referral bonus of up to \$5,000.00 to an individual who refers a candidate that is hired for a qualified position and fulfills all of the eligibility criteria for this incentive.

**It's easy!** Check out our open positions on our website at [www.exchangesolutions.com/careers](http://www.exchangesolutions.com/careers), [Glassdoor.ca](http://Glassdoor.ca) or LinkedIn. Then tell us who you recommend, along with the resume of the candidate by emailing us at [careers@exchangesolutions.com](mailto:careers@exchangesolutions.com) and including 'Talent Referral Bonus' in the subject line.

**The sky is the limit!** Why stop at only one referral? If you have a network of talented contributors that may be aligned with one of our current job opportunities, then keep them coming.

**Is there a catch?** No, but be sure to check out the details below to make sure you're not missing anything.

#### The External Referee (that's you!):

- Must be an individual and not a business entity. Cannot be employed, associated with or a consultant of a staffing/recruitment agency.
- You cannot refer yourself, but very clever.
- Include your full name and detailed contact information, including a telephone number and address, in your e-mail to ensure we can contact you and you can collect your reward.
- Once the referral candidate resume has been received, you will be notified with a confirmation email and will be provided with an update if the candidate is contacted.
- For privacy purposes, you will only be notified once a qualified candidate has been selected at the end of the recruitment process.

#### The Referral (that's your talented friend or colleague):

- This program is for full-time, permanent positions only.
- Referred candidates must not have been previously employed by Exchange Solutions.
- Referred must not have applied to one of our external job postings or currently entered into our applicant tracking database.
- Relatives or significant other of a current employee of Exchange Solutions will not be eligible.
- The referral must have successfully completed their first 90 days of employment.
- In the event that two people refer the same individual, only the first referral will be eligible. The date stamp on the e-mail will confirm which person submitted the candidate first.

### Receiving Payment:

- You will be notified by Human Resources once the hired referral has successfully passed their first 90 days of employment.
- No referral bonus will be paid for candidates with whom Exchange Solutions has had employment discussions within one year preceding the submitted referral.
- A cheque in the amount of up to \$5,000.00 will be made payable to you within 30 days after the successful 90 day period.

### Agencies:

Sorry, this program does not apply to you. If you would like to share your company information, please direct all calls and/or emails to Human Resources.

*The terms and conditions of this program are subject to change at any time. This program may be terminated at Exchange Solutions sole discretion.*