

## 2023 Employee Referral Program | Earn Even More as You Help Us Hire

### How do we build a world class organization one brick at a time?

We make it a priority to hire those who have a commitment to service, a real interest in other people, and a passion to continuously improve. Simply put: the difference at CAPTRUST is the quality of our people and depth of our bench. If you are ready to make your mark, we want to talk to you.

### Do you know the next brick?

If you know someone who would be a good addition to CAPTRUST, you may be eligible for a referral bonus of \$1,000 for each full-time hire and \$500 for each part-time hire. Over the past four years, referrals from our employees represent 30% of our organic hires.

- Refer two or more colleagues that get hired under the program in 2023, and you'll receive a \$250 credit to the company store for each hire, in addition to the referral per hire bonus.
- Refer four colleagues that get hired under the program in 2023, and in addition to the \$1,000 cash for full-time hire or \$500 cash for part-time hire and \$250 store credit per hire, you'll receive an additional \$1,000 in cash.

### Tap into Your Network

- LinkedIn is a great way to communicate with your network and match them to our open positions. Please [click here](#) for a quick video on how to view our open positions on LinkedIn and how to share roles with your network.
- New positions are also highlighted in the weekly e.Brief (sent Thursday).

### Make Referrals

- Work your network, then submit an email and resume to [resumes@captrust.com](mailto:resumes@captrust.com) highlighting which position(s) the candidate is interested in and why the person would be a fit at CAPTRUST.
- From the [job board](#), if you click "Email this job to a friend" and the person applies, this should link your name with the referral automatically.
- Contact [Recruiting@captrust.com](mailto:Recruiting@captrust.com) with questions or concerns.

### Eligibility

- All CAPTRUST employees, except Managing Directors and above, Human Resources personnel, interviewer(s)/participants in the interview process, and managers with hiring authority over the referral candidate, are eligible for the referral bonus.
- The referral and hiring of temporary, intern, summer, contract, and former employees of CAPTRUST do not qualify for reimbursement or consideration for the referral bonus.
- The referral must be hired within 180 days (six months) of the initial referral date.
- The employee submitting the referral must represent the candidate's first contact/engagement with CAPTRUST as an applicant for employment.
- The first employee to refer a candidate will be the only referring employee eligible for bonus.

### Referral Bonus Information

- All referral bonus amounts are subject to all applicable federal, state, and local taxes.
- The \$250 credit to the company store is applicable for each eligible hire under the program after the first hire in 2023. Please note the first credit will be for \$500 (\$250 for hire 1 and \$250 for hire 2).

- The initial referral bonus will be earned after 90 calendar days of the candidate's hire date and will be paid on the referring employee's next regularly scheduled payroll date.
- The additional referral bonus will be earned after 90 calendar days of the fourth candidate's hire date and will be paid on the referring employee's next regularly scheduled payroll date.
- This referral bonus is separate from the Financial Advisor referral bonus program.