

Employee Referral Program

JOIN US TO RECRUIT TOP TALENT!

Employee Referral Program

SageSure is always looking for qualified employees and appreciates recommendations made by existing Employees. If an Employee recommends a Candidate for employment (i) who is hired on a full-time regular basis, (ii) who is still employed by the Company after ninety (90) days of service, and (iii) whom, in his or her first 90 days of employment, the Company has not suspended, demoted, reduced wages, or otherwise disciplined the referred Employee, then the referring Employee is eligible to receive a referral bonus if he or she is still employed by the Company.

Incentives

A referral bonus for the hiring of an exempt, full-time Employee is \$2,000.00 (less applicable taxes) or \$1,000.00 (less applicable taxes) for the hiring of a non-exempt full-time Employee.

- If an eligible referral gets hired, a referral bonus will be paid 90 days after our new employee's date of hire.
- If an eligible referral makes it to the final interview round but is not selected, the referrer will receive a \$50 Amazon gift card.

How to Submit a Referral

Navigate to <https://app6.greenhouse.io/> and select Sign In. Since we are using SSO for Greenhouse, users will only need to supply their email address and then it will launch the SSO prompt. The password is the same password as your computer login. Then, Select Add a Referral from the dropdown menu. For more details on submitting referrals, view [Submit a referral](#) and [Post jobs to social media from Greenhouse Recruiting](#).

Eligibility Requirements

- Company Executives (VP and above) are NOT eligible to participate. In lieu of a referral bonus, SageSure will make a charitable donation on behalf of that executive in the amount of \$500.
- Former employees, relatives of an employee, direct managers of a potential hire and Human Resources employees are not eligible to participate in the program.
- In order for the referring employee to be eligible to receive a referral bonus, both employees must be employed at the completion of the 90 days waiting period.
- Referral submissions are NOT eligible if they are in violation of any non-compete or non-solicitation agreement.

Additional Documents

Eligible employees can complete the Employee [Referral Bonus Request Form](#).

More Information

If you have any questions about the Employee Referral Program, contact TalentAcquisition@SageSure.com.

