

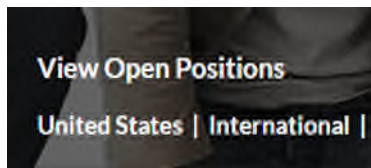
## Referral Process

### REFERRING A CANDIDATE TO REALPAGE

The referral process has been simplified with the rollout of UKG Recruiting. There is no longer a mechanism to submit your Referral's resume.

In order to refer a candidate to RealPage, simply follow the steps below.

1. View available Opportunities by visiting the RealPage Careers landing page: <https://www.realpage.com/careers/>



2. If you identify a role that the Individual may be interested, feel free to share the direct URL with them.

**NOTE:** Sharing the URL with them does NOT constitute a Referral.

3. If the individual qualifies for and is interested, they can apply to the **Opportunity**. They are **REQUIRED** to list your name when they reach the question that asks "Were you referred by a current employee?":

Were they referred by a current employee?

☒ Yes

☐ No

**NOTE:** To maintain the integrity of the Referral process, this cannot be modified after an individual has applied for an Opportunity.

For RealPage Internal Use Only



## RealPage Employees

### WHO IS NOT ELIGIBLE FOR A REFERRAL BONUS?

Additional details regarding the Referral policy can be found on the Real Page portal. Below are some key scenarios where a Referral would be ineligible for Referral Payment:

- If the candidate is a former RealPage employee (rehire)
- If the referral is not hired
- If either the referrer or the referral are no longer employed by RealPage at the time of the scheduled referral payment
- If the candidate is sourced from a different recruiting channel or has applied for the position directly prior to the referral. The candidate's source can only be tagged as an 'Employee Referral' if the candidate reapplies after 1 (one) year from date of application and he/she identifies an active RealPage Employee as his/her source.
- If the referral was not hired within one (1) year of the submission of the resume.
- Classified as Confidential
- If the referral is already employed by RealPage or is performing services on behalf of RealPage (regardless if on a full-time or contractor status)