

# HOW CAN I EARN \$500 OR MORE?

## ATR Business Lead and Candidate Referral Incentive Program

ATR is always on the lookout for talented and dedicated individuals. The kinds of people which help ATR provide better services and results to our clients.

Likewise, ATR is always on the lookout for new client opportunities and people to partner with to support these opportunities. We want to work with you to support your relationships and/or customers in delivering specialized staffing solutions that can address their unique challenges.

We recognize that employees and friends of ATR are an excellent source of candidate referrals or business leads, and ATR should have policies which incentivize this activity. If we are successful as a result of the information you provide, then we'd like to make sure your efforts are recognized and rewarded. To facilitate this we have developed the ATR Business Lead and Candidate Referral Incentive Program.

### **What is the Lead and Referral Incentive Program?**

The objective of the program is to acknowledge and reward people or companies that provide business leads or candidate referrals that generate income for ATR. The roles and levels of participation will vary so we wanted to provide a program that could support every lead referrers needs to service their relationship or customer.

### **How does it work?**

1. Register your lead, engagement, or referral as early in the sales cycle as possible.
2. Your registration will be reviewed and approved by a Managing Member.
3. Where appropriate, ATR and the referrer will sign the Teaming or Fee Agreement.
4. Your opportunity will be tracked in our Sales Tracking Database.
5. You will receive payment 30 days after ATR receives payment from the customer.

### **How do I refer a business lead?**

1. ATR will provide a Lead Generation Document that will be accessible on the ATR Website and by any ATR internal employee. To obtain a document please call 301.654.0003
2. Include any information you feel is relevant, including your name and detailed contact information (to ensure that you receive your reward).
3. If you prefer to speak to one of the Partners directly then call 301.654.0003 and ask for Charles, Brett or Matt.

4. If you would like to email the Lead Generation Document, please email [referrals@atr.com](mailto:referrals@atr.com)

### **How do I refer a candidate?**

1. Call 301.654.0003 to speak with an ATR representative. The representative will provide information needed to refer a candidate. Please provide the representative with the name, phone number, email address and resume (if available) of the candidate you are referring.
2. E-mail the resume of the candidate you're referring to [referrals@atr.com](mailto:referrals@atr.com) with "ATR Candidate Referral" in the subject line.
3. Include your name and detailed contact information in your e-mail to ensure that you receive your reward.
4. At minimum; please email [referrals@atr.com](mailto:referrals@atr.com) with your contact information and availability to speak regarding your possible referral.

### **How are the fees determined?**

For Client Referrals: ATR will pay a client referral bonus of \$1 per hour for every hour a candidate placed by ATR works at the referred client up to 500 hours per candidate with a minimum of 160 hours worked. The client referral bonus will expire 1 year (365 days) after the date of referral.

For Candidate Referrals: ATR will pay a candidate referral bonus of \$1 per hour for every hour the candidate works up to 500 hours with a minimum of 160 hours worked.

### **Are there any restrictions?**

All referral fee payments are managed by the Managing Members. ATR is flexible and always open to discussing any types of referrals.

### **When will I get paid?**

You will receive payment for any successfully hired/placed referral no more than 30 days following payment by the customer. If applicable, the payment will be taxable. All referrers will be required to fill out a W-9 and fax it or send via PDF to us prior to receipt of payment or have the referral fee added to the W-2 compensation of any employee.

- W2 employees of ATR will have payment added to their compensation
- All other payees will be required to complete a W9 prior to payment.

### **What are the Eligibility Requirements to be reimbursed for a business lead or candidate referral?**

#### **Candidate Referral Requirements:**

1. In order for referral fees to be paid, individuals must be hired within 180 days of the referral (unless otherwise documented and agreed to in writing).

2. Referral fees will only be paid to referrers when the new hire has been employed at a full-time status for at least 160 hours.
3. Referred candidates must not have been previously employed by ATR.
4. Referred candidates must not have applied to one of our external job postings or been contacted by ATR in the previous 6 months.
5. In the event that a candidate has been referred from two referrers, the first referrer will be credited for payment purposes.

**Business Lead Referral Requirements:**

1. In order for lead referral fees to be paid, an individual must be hired for the referred opportunity within 180 days of the referral unless the Teaming Agreement states otherwise.
2. Referral fees will only be paid to referrers when the new opportunity(s) have not already been identified by ATR.
3. In the event that a lead has been referred from two referrers, the first referrer with a signed agreement with ATR will be credited for payment purposes.

The terms and conditions of this program are subject to change at any time. This program may be terminated at ATR's sole discretion. For more information or to refer a candidate, please be in touch with an ATR representative.