

Nexiya Referral Bonus Program

At Nexiya, great people know great people. Our Referral Bonus Program rewards individuals who help us connect with qualified talent for our clients and internal opportunities.

We value quality referrals that lead to long-term placements because building strong teams starts with trusted connections.

Who Can Be Referred*

To qualify, referred candidates must:

- Meet the minimum qualifications for the open role
- Not have applied or interviewed by Nexiya within the past 12 months

Referral Bonus Structure*

Referral bonuses are paid **per successful hire**, not per submission, once **90 calendar days** of active employment are reached.

Role Type	Referral Bonus
Administrative Roles	\$150
Technical Roles	\$250
Managerial Roles	\$350

Bonus amounts are based on the level of the hired role. Nexiya determines final role classification.

How to Submit a Referral*

Referrals must be submitted **before the candidate interviews**.

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Step 1: Complete the official Nexiya referral form on our website.

Step 2: The referred candidate must apply for the position.

Step 3: The candidate must list the referrer's name on their Right-to-Represent (RTR) form prior to interview.

Required information includes:

- Referrer name and contact information
 - Candidate name and contact details
 - Role being referred for
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What Happens Next

- Nexiya Recruiting reviews referral eligibility
 - Candidate enters the standard hiring process
 - Recruiter flags the candidate internally as a referral
 - Referrer is notified if the candidate is hired
 - HR tracks the referral for bonus eligibility
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Bonus Payment Timing

Referral bonuses are issued after the hired candidate completes **90 calendar days of active employment**.

- Nexiya employees receive payment through payroll
 - Payments are processed on the next pay cycle following the 90-day milestone.
 - External referrers receive payment via check
 - Following the 90-day milestone
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Program Disclosures & Conditions

To ensure fairness and compliance, the following terms apply:

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- Referrals must be submitted through the official form prior to candidate interview. Retroactive referrals are not eligible.
- Referrals are on a per position basis and a referral form is required for each job application.
- If multiple individuals refer the same candidate, the first documented submission will be honored.
- Nexiya reserves the right to determine referral eligibility and role classification.
- Bonus eligibility requires the referred employee to remain in good standing through their first 90 days.
- This program does not create an employment contract or guarantee of employment.
- Referral bonuses may be considered taxable income and are subject to applicable tax reporting requirements.
- Nexiya may modify, suspend, or terminate this program at any time.
- Nexiya employees involved in hiring decisions for a referred candidate may not be eligible for referral bonuses in compliance with fair hiring practices.

Our Philosophy*

We believe referrals should strengthen our workforce. Your referrals are people you know and trust. They are peers whose skills, values, and personalities you have seen firsthand. That is why your instincts matter when identifying the right candidates. We reward meaningful connections that lead to long-term success for our clients and candidates.