



TEACHER REFERRAL PROGRAM GUIDELINES

The purpose of the referral program is to show appreciation to current employees who recruit qualified applicants to our organization. We are looking for talented educators who implement our three pillars into their classroom and are invested in the students.

Athlos welcomes referrals from employees and those who refer a teacher ultimately hired by Athlos will receive a \$500 referral bonus, subject to the guidelines below.

External Referrals.

1. The referral bonus is primarily for referring full-time teachers. We welcome referrals for other positions and will consider bonus payouts only during designated months for non-teaching positions.
2. Once a teacher is hired and completes 6 months of service, the employee who referred that teacher will receive the bonus, less withholdings for applicable taxes and deductions.
3. Employees must complete the referral form, and submit all required fields, to be eligible for the bonus. The referral form can be found here: [Referral Bonus Link](#)
4. **Informal recommendations, e-mails to school leaders or staff members, and conversations that are not captured in the referral form do not qualify as official referral submissions.** All referrals must be submitted directly to the Talent Recruitment Team via the official Athlos referral program form at [Referral Bonus Link](#). Referrals submitted to any other person or team (i.e., a school leader, leadership team, or grade team) or through another forum (e.g., email or text) are not eligible for the bonus.
5. If more than one person refers a teaching candidate to Athlos, the referral bonus will be awarded to the first official referral received, as noted by the date/time the referral form was submitted.
6. The referral must be in the portal prior to Talent Team or School's initial contact with the potential new hire.
7. The following employees are not eligible to receive the referral bonus:
 - a.) Anyone whose job requirements directly relate to the placement or hiring of teachers at Athlos, including Principals/Heads of School, Assistant/Academy Principals, Instructional Coaches, Human Capital team members, etc.
 - b.) Directors and Chiefs and other IST team members whose jobs directly involve the hiring of employees.
8. The following referrals will NOT result in a referral bonus payout:

- a.) Candidates in the active employment/interview process.
- b.) Former Athlos employees whose last day of employment was less than 2 years from the date of the referral.

9. There is no limit to the number of referral bonuses that an individual may receive.

Follow this link to begin the referral process: [*Referral Bonus Link*](#)