

## EMPLOYEE REFERRAL PROGRAM GUIDELINES

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At MarketSource, we believe our team members are our biggest competitive advantage. As we continue to grow, we must ensure that we attract the right talent that understands our culture and commitment to driving results. Through industry research and our own experience, hires that come into our organization through employee referrals are faster to hire, stay longer and are excellent contributors to the overall organization. As ambassadors of our brand, who better to identify and recommend candidates than MarketSource team members who support our goals on a daily basis.

MarketSource is seeking qualified candidates to join our team. If you know someone who would be a good addition to our MarketSource family and they meet the qualifications for an existing open position, you may be eligible to receive a referral reward if they are hired! Please see below for the specific program eligibility and rules.

### HERE'S HOW IT WORKS!

#### Eligibility (Who Can Participate)

- All employees (billable, non-billable, part-time, and full-time) below a director level, may participate in the program
- Exceptions (not eligible):
  - Talent Acquisition, Recruiting, HRBPs, HR Consultants and Director-level employees **are not** eligible to participate.
  - Managers within the hiring chain of the open position **are not** eligible to participate.

#### How to Refer Candidates

1. Visit the [MarketSource Referral Portal](https://marketsource.rolepoint.com/) and browse the current openings at: <https://marketsource.rolepoint.com/>
2. Login using your network credentials. This is the same email address/password combination used to access your OneSource University account. You must be logged into the portal when you refer a position so it can be tracked. If you have issues logging in, please contact: [rolepoint@marketsource.com](mailto:rolepoint@marketsource.com).
3. If you see a posting that may align with a friend or acquaintance's skill set, please complete the referral form.
4. After the completion of the form, the current employee, the referral, and the recruiter will all be notified.
5. The referral will be sent a link to apply if a specific position has been identified. The recruiter will review the information and contact the referral.
6. If hired, the current employee who submitted the referral will be paid according to the program specific guidelines and promotions.\* *\*refer to "Referral Awards by Position type" section for specifics*

#### Program Guidelines

- Exclusions: Referrals for open contract positions, open intern positions, and rehire referrals do not qualify for referral promotions and bonuses. All referrals must meet posting qualifications to be considered for phone screens or interviews.
- All candidates will be evaluated for employment consistent with MarketSource policies and procedures; there is no guarantee your referral will be interviewed or hired.
- The referral source must represent the candidate's first contact with the company.
- The first employee to refer a candidate will be the only referring employee eligible for a referral bonus.
- All information regarding the hiring decision will remain strictly confidential. MarketSource is an Equal Opportunity Employer.
- Both the referring employee and the referred employee must be current employees when all payments are applied.

### Program Tracking

- Reports will be sent to the Corporate Talent Acquisition team of successful referral hires.
- The Corporate Talent Acquisitions team will verify and communicate with Payroll to pay at the 30-day and 6-month points for the full-time corporate position referrals.

### Referral Awards by Position Type

- **Full-time Corporate Positions:** If you refer a qualified candidate for an open corporate position (does not include billable positions) and the candidate is hired, you may be eligible to receive \$750, less applicable taxes.
- **Commercial Positions (billable):** If you refer a qualified candidate for an open commercial business unit position and the candidate is hired, you may be eligible to receive \$500, less applicable taxes.
- **Retail Positions (billable):** Referral awards for all field Retail positions vary depending on promotions announced at designated times.

### Referral Bonus Payment

**For full-time Corporate referrals ONLY:** The referring employee will receive \$250 after the referral's first 30 days of employment. After the referral has been employed for six months, the referring employee will receive a final payment of \$500.

All full-time Corporate position referral payments will be submitted by the Corporate Recruiting Department to Payroll the last week of each month to be paid in the following week separate from the employee's regular paycheck.

To be eligible for Corporate Referral payment, both the referring employee and the referral must remain employed by MarketSource through the referral's first six months of employment and must also be active at time of payment.

**For Commercial referrals ONLY:** The referring employee will receive \$200 after the referral's first 30 days of employment. After the referral has been employed for six months, the referring employee will receive a final payment of \$300.

All Commercial position referral payments will be submitted by the Commercial Recruiting Department to Payroll the last week of each month to be paid in the following week separate from the employee's regular paycheck.

To be eligible for Commercial Referral payment, both the referring employee and the referral must remain employed by MarketSource through the referral's first six months of employment and must also be active at time of payment.

**For Retail (billable) referrals:** The winners per referral promotion announced will be awarded cash payouts and/or prizes. If you are one of the winners, you will be contacted by recruiting to coordinate the receipt of your prize.

### Questions?

If you have additional questions regarding this program, please refer to the [FAQs document](#) or contact recruiting at [rolepoint@marketsource.com](mailto:rolepoint@marketsource.com).