

WAYS TO EARN A REFERRAL BONUS



Employee & Staff Referral Bonus



Non-Employee & Non-Staff Referral Bonus



Client Opportunity Referral Bonus

Employee & Staff Referral Bonus

Earn \$500 for referring someone to work with Metro Systems

- If the person referred is already in our database, we will only accept the referral if we have not contacted the person within the past 12 months.
- If you refer someone, but there are no current jobs available for that person, you will receive credit if the person is placed within 6 months of receiving the referral.
- The referred individual must stay in the role for at least 90 days. After 90 days, you will receive the bonus.
- If you have ANY involvement in the hiring process for the position your referral is being submitted, you are not eligible for a referral bonus.
- Any sub-contractors who qualify for the referral bonus must be paid through their employer.
- To be eligible, you must email the referral to a Metro Systems Manager, Recruiter or Account Manager.
- You may be required to complete a W9 form or other necessary tax documents in order to receive payment from Metro Systems.

Non-Employee & Non-Staff Referral Bonus

Earn \$100 for referring a friend or colleague to work with Metro

- If the person referred is already in our database, we will only accept the referral if we have not contacted the person within the past 12 months.
- If you refer someone, you will receive a bonus if the individual is placed within 6 months of receiving the referral.
- Referred consultant must stay in the role for at least 90 days. After 90 days, you will receive your bonus.
- If you have ANY involvement in the hiring process of the submitted referral, you are not eligible for the referral bonus.
- Any sub-contractors who qualify for the referral bonus must be paid through their employer.
- To be eligible, you must email the referral to a Metro Systems Manager, Recruiter or Account Manager.
- You may be required to complete a W9 form or other necessary tax documents in order to receive payment from Metro Systems.

Client Opportunity Referral Bonus

Earn \$500 for telling us about a job opening

- The business referral needs to be for a company or hiring manager Metro Systems is not already working with, in contact or had contact with.
- The business referral may be within the same company, but must be for a new business unit that we have not previously worked with, are in contact with or had contact with.
- A bonus is rewarded only after we have received the business referral, placed a consultant in a position and they have remained in the job for 90 days.
- In order to receive the bonus, the business referral must close (a consultant placed and billing) within 3 months of receiving the business referral.
- If you have ANY involvement in the hiring process for the lead, you are not eligible for the referral bonus.
- To be eligible, you must email the referral to a Metro Systems Manager, Recruiter or Account Manager.
- Any sub-contractors who qualify for a referral bonus must be paid by their employer.
- You may be required to complete a W9 form or other necessary tax documents in order to receive payment from Metro Systems.

For more information on our Referral Program, or to submit a referral candidate, email:
info@metrosystems.com