



Candidate Referral Form

Date	
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Submitter's Name		Contact Number	
Referral's Name		Contact Number	

CANDIDATE REFERRAL POLICY & PROCEDURES

Red Arch Solutions' Candidate Referral Program recognizes that referrals from non-employees are an excellent source of qualified candidates. We have implemented an incentive program for non-employees who refer new talent to Red Arch.

How It Works

1. Send an email to careers@redarchsolutions.com with resume in Word format and a completed Red Arch Solutions Candidate Referral Form.
2. The resume submittal will be reviewed by our recruiting team which will notify the submitter whether he/she is eligible for a candidate referral bonus.
3. All referred candidates will be contacted within two (2) business days. If desired, the candidate will be interviewed and qualified for employment opportunities by a member of the recruiting team and one or more senior members of the technical staff.

Rules and Eligibility

1. The referred candidate may not exist in our recruiting database from another source prior to your referral for up to one (1) year (i.e. recruiting firm, previous recruit or a former Red Arch Solutions employee).
2. All referrals will remain active for one (1) year, for consideration for all open positions. In the case of multiple referrals for the same candidate, the first referral received will be considered. If two or more referrals for the same candidate are received simultaneously, the referrers will split the referral bonus.
3. Candidate referral bonuses will be paid after candidate(s) completing 90 days of billable service.

The Executive Team can designate, on occasion, additional bonuses for critical positions.

The referral bonus plan is based on the candidate's core capability as well as their level of clearance. The bonus amount will therefore, be determined by which tier that capability is in. The capabilities that qualify the candidates for the separate tiers is listed below.

Bonus Earnings effective October 12, 2017

Clearance Requirement	Tier I Bonus Amount	Tier II Bonus Amount
TS/SCI Polygraph	\$3,000	\$2,000
TS/SCI	\$2,000	\$1,500

Tier I Capabilities:

- Software Engineering/Development
- System Engineering/Architecture
- Database Engineering/Development
- Network Engineering
- Cyber Security/Engineering/Architecture
- Program Management
- Security Engineering
- Cloud Engineering

Tier II Capabilities:

- System Administration
- Database Administration
- Network Administration
- Cloud Administration
- Analysts (Cyber, DNI, etc.)
- Instructors