



The Non- Employee Referral Program at INSYS Group

INSYS Group offers a bonus to all non-employees who refer qualified applicants hired by the company.

Please note: The non-employee referral bonus applies to direct personnel only.

To qualify for a bonus:

- A non-employee of INSYS may make a referral for candidates that we hire.
- If the candidate is hired by INSYS, the candidate must complete a minimum of 180 billing days in order for the referral to qualify.
- Candidates must be new referrals. Candidates who are already in our database or currently active in our referral process will not be considered eligible referrals.
- The non-employee will receive a payment of \$500.

How to refer a candidate:

- Send your recommended candidate's resume via e mail to referrals@insys.com with the subject line "Non-Employee Referral."
- Please provide your full contact information, including your phone number.

What happens after you do:

- An INSYS recruiter will be assigned to your referral (you will receive a confirmation email with the recruiter's contact information). If you have any questions throughout the process, simply contact the recruiter.
- The assigned recruiter will review the resume to determine if the candidate's skills are appropriate.
- If the fit is good, a call will be scheduled as the initial step in the interview process, followed by a face-to-face meeting, if warranted.
- If the candidate is hired by INSYS, your name will be included as the referee in the new employee file.
- After the 180-day billing requirement is met, a payment will be issued to the non-employee.