

# REFER A FRIEND

Help us strengthen our team and we all win.

We want to hire additional talented, caring and passionate people like you. Referring friends and family for positions with PSI demonstrates your confidence in our company and is the best compliment you can offer our team. To thank you for your referrals, we are offering a cash bonus!

You can earn up to \$250.00\* for each applicant we hire as a result of your referral. Details about the Refer-a-Friend program are attached.

PSI expects the following positions to be available in the upcoming school year:

- **School Psychologists**
- **Speech Therapists**
- **Registered Nurses**
- **Medical Assistants**
- **Intervention Specialists**
- **Spanish Teachers**
- **Title I Tutors**
- **Guidance Counselors**
- **Occupational Therapists (OT/COTA)**
- **Licensed Practical Nurses**
- **School Health Aides**
- **Gifted and Talented Teachers**
- **English as a Second Language (ESL) Teachers**
- **Physical Therapists and Physical Therapist Assistants**

If you know qualified candidates that are interested in school-based positions, please complete an Employee Referral Form and submit it to Payroll by email at [lauraseeley@psi-solutions.org](mailto:lauraseeley@psi-solutions.org), by fax at 866.687.2823, or by mail to: PSI, PO Box 468, Twinsburg, OH 44087-0468. (Please obtain the applicant's permission to submit their name and phone number for consideration.)

\*The bonus amount is based on the date of hire and the number of hours worked per week as stipulated in the referred employee's contract.



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## Who is Eligible?

All PSI staff are eligible to receive a bonus for referring a qualified applicant for full-time or part-time positions in the upcoming school year.

## Participation in the Program:

Each referral must be directed to Laura Seeley in Payroll by submitting a referral form by email, fax or regular mail. The following conditions must apply:

- 1) The referred applicant will complete the same process as all other applicants, including: completion of application, interview, reference and background checks. In any hiring decision, the most qualified applicant will be hired.
- 2) The applicant is not a previous employee of PSI.
- 3) The applicant has not already applied for a position with PSI or is not currently in the interview process.

## What Can I Earn?

Should the applicant you refer be hired by PSI and fulfill their contract for the 2017 - 2018 school year, you will be eligible for a referral bonus up to \$250.00 provided both you and your referral are on PSI's active payroll as of the date the award becomes payable. The bonus amount is based on the number of hours worked per week as stipulated in the referred employee's contract. Please refer to the chart below.

### No. Hrs Worked Per Week Per Employee's Contract

35 hours per week  
28 hours per week  
21 hours per week  
14 hours per week  
7 hours per week

### Bonus Earned

\$250.00  
\$200.00  
\$150.00  
\$100.00  
\$50.00

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We strive to have the most competent, caring and passionate individuals on the PSI Team. To do that, we need your help and want to pay you for your efforts!

## TWO LEVELS OF REIMBURSEMENT

### Level One:

You can earn up to \$250.00\* for each applicant we hire as a result of your referral. To refer an applicant, simply complete the Employee Referral Form enclosed and submit it to PSI.

### Level Two:

In some situations we are especially pressed for time to hire the right candidate. In these situations, our clients are sometimes willing to pay us Recruitment Costs that we want to pass on to you. In some cases, this fee can be as high as \$1000\*.



**Prior to submission, please obtain the applicant's permission to submit their name and phone number to PSI for consideration.**

Payroll  
[lauraseeley@psi-solutions.org](mailto:lauraseeley@psi-solutions.org)  
Fax: 866.687.2823  
Tel: 800.841.4774 ext. 243  
PO Box 468  
Twinsburg, OH 44087-0468

\* The bonus amount is based on the number of hours worked per week as stipulated in the referred employee's contract.

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Upon the successful completion of 90 days of employment, you will receive 20% of the referral bonus. The balance will be awarded when the referred employee has fulfilled their contract for the 2017 - 2018 school year. The final bonus payment will be paid in your paycheck dated for July 20th, 2018.

In all cases, PSI's Management Team or the Human Resources Department will be the final authority in determining whether or not a referral will qualify for a referral bonus. Employees must not make commitments or oral promises of employment to persons they refer.

## How Do I Refer a Candidate for Consideration?

- 1) Simply complete the Employee Referral Form and submit it to Payroll by email at [lauraseeley@psi-solutions.org](mailto:lauraseeley@psi-solutions.org), by fax to 866-687-2823 or by mail to PSI's office at: PSI, PO Box 468, Twinsburg, OH 44087-0468.
- 2) Prior to submission, please ensure that you have the applicant's permission to submit their name and phone number for consideration.
- 3) Ask the applicant to list your name in the 'How Did You Hear About Us' field when completing their application for employment.

## Thank You for Your Help in Strengthening Our Team!

PSI is an Equal Employment Opportunity employer. It is the philosophy, intent and commitment of PSI to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, national origin, veteran status, or mental or physical disability or any other status protected by law.

Cash incentives are subject to required deductions and tax withholdings. These earnings will be included in the employee's year-end gross earnings shown on the IRS W-2 Wage and Tax Statement. Again, if the new employee or the referring employee terminates their employment prior to the bonus payment date, no payment will be made.

The cash incentive awards and positions included in this plan may be modified or terminated at PSI's discretion.



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## Employee Referral Form

To refer an applicant, simply complete this form and submit it to Payroll by:

- Email at [lauraseeley@psi-solutions.org](mailto:lauraseeley@psi-solutions.org).
- Fax at (866) 687-2823
- Mail to: PSI, PO Box 468, Twinsburg, OH 44087-0468.
- Please obtain the applicant's permission to submit their name and phone number for consideration before submission.

Your Name \_\_\_\_\_

Your Email Address \_\_\_\_\_

Your Position / Current Assignment for PSI \_\_\_\_\_

Name of Applicant Being Referred \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Position Applying For \_\_\_\_\_

Date of Referral \_\_\_\_\_