

2017-2018 Tennessee Internal Referral Program

Earn a \$250 to \$500 bonus for each teacher or school leadership team member you refer*!

Overview and Rules:

To qualify for a bonus:

- You must be a current Green Dot Public Schools Tennessee (GDPST) employee (or have accepted an offer of employment from GDPST) at the time you make the referral, and you must be a current GDPST employee at the time the referral bonus is eligible for payment
 - *Substitute teachers are not eligible to earn referral bonuses*
- You must submit your referral via https://greendot.formstack.com/forms/referral_tn, or during one of Human Capital's referral events no later than 3 days after the candidate applies to Green Dot
- Your referral cannot have been employed as a teacher-of-record at GDPST after December 31, 2014
- Your referral cannot have previously completed any stage of the interview process at GDPS after December 31, 2014
- Your referral cannot be (or have been) a student teacher with GDPST at any time during the 2016-2017 school year.
- You cannot be the decision-maker in the hiring of your referral (i.e. Principal or hiring manager)
- A \$250 bonus* will be paid for each referred teacher candidate hired for the 2017-2018 school year. A \$300 bonus will be paid for each referred high school math or physics teacher candidate hired for the 2017-2018 school year.
 - Referrals hired as substitute teachers will not count toward referral bonuses
- A \$500 bonus* will be paid for each referred school leadership candidate hired for the 2017-2018 school year.
 - *School leadership is considered to be a Principal, Assistant Principal, Administrator-in-Residence (AIR), Dean or School Operations Manager.*
- Referral bonuses* will be paid once the new hire has been employed with Green Dot for a period of three (3) months (e.g., bonuses for teachers starting on July 27, 2017 will be paid after October 27, 2017)
- If more than one employee refers the same hired candidate, the bonus will only be awarded to the first employee (based on the date the referral was submitted via https://greendot.formstack.com/forms/referral_tn)
- All referrals are subject to verification by the Human Capital Department for validity of interaction between employee and referred candidate

NOTE: Referrals via www.careers.greendot.org/referrals for positions other than teachers or school leaders will be forwarded to the appropriate hiring managers when possible.

*GDPST has allocated a certain amount toward referral bonuses, and payouts will be based on the new hire's start date. GDPST reserves the right to discontinue the referral bonus program at any time or when the budget has been paid out. The Human Capital team will contact every GDPST employee submitting a teacher or school leader referral upon 1) initial receipt of referral and 2) the candidate's outcome from the GDPST hiring process.