



FYI SOLUTIONS CANDIDATE REFERRAL PROGRAM

OVERVIEW:

The cornerstone of FYI Solutions' success is our network of outstanding consultants. Our best new consultants almost always come via personal referral. FYI Solutions welcomes referrals of qualified IT professionals from their peers. The following procedure will govern the handling of the referrals:

PROCESS:

First, the referrer will ascertain that their candidate has:

1. Technical excellence within their discipline.
2. Outstanding professional characteristics.
3. Superior communication/interpersonal abilities within a corporate environment.
4. Complete and submit the FYI Solutions Referral Award form located on the FYI Solutions website, www.FYISolutions.com.

Subsequently, the referrer will contact their FYI Recruiter or the Consultant Relationship Manager and present the candidate along with the completed Referral Award form.

FYI Solutions will:

1. Determine if the candidate already exists in our database. If the candidate already exists, no referral fee will be paid.
2. Contact the candidate for preliminary information and a resume.
3. Qualify the candidate, match them to an open requirement, and present them to a client.
4. Pay a referral fee if agreement is reached between FYI, the candidate, and the client.

In acknowledgement of our gratitude for a referral that results in a new consultant being placed, FYI offers the following referral payment:

For Consulting Engagements:

- \$500 after the candidate has completed 175 hours on the assignment; and
- \$500 after the candidate has completed 525 hours on the assignment.

For Permanent/Direct Hire by FYI's Client:

- A fee of \$1,000.00 will be payable after FYI has received payment from the Client and the guarantee period has expired. The guarantee period is USUALLY 90 days from the Candidate's hire date.

Note: Referral Awards are available for IT professionals who are not permanent employees of client companies. Upon request, the source of the referral will remain confidential.