

ELEKS is always looking for talented professionals to join our team. That is why we developed a referral program, beneficial for both the referral and the referee.

Do you know a professional who you think is perfect for a vacancy at ELEKS? Don't hesitate to provide us with a referral - and receive a special bonus!

A **referral** is the information you provide to a recruiter about a candidate. The candidate should meet the qualification requirements for the vacancy and should be initially interested in providing independent professional IT services to ELEKS.

> How can I submit a referral?

Simply send an email to referral@eleks.com that includes:

- the name of the vacancy you want to refer the person for in the email subject field;
- the CV of the candidate (or a link to a LinkedIn profile with contact details);
- the candidate's name, surname, patronymic;
- salary expectations, if known.

> Who can refer a candidate?

Anyone, regardless of whether they have previously cooperated with ELEKS or not, can provide a referral. However, candidates cannot refer themselves.

> What are the requirements for the referral?

Here are several requirements for providing a referral:

- Referrals can be provided for current vacancies only.
- We accept referrals for the following positions:
 - Software Engineer (Intermediate / Senior)*
 - Test Engineer (Intermediate / Senior)*
 - Test Lead*
 - Technical Lead*
 - Architect*
 - Project Manager (Intermediate / Senior)*
 - Business Analyst (Intermediate / Senior)*
- A referral is accepted if the recruiter has not contacted the candidate in the previous 2 months and the candidate hasn't been previously referred by someone else.
- The referral is valid for 2 months.
- One person can provide an unlimited number of referrals.
- The referred candidate should be informed about the position and be interested in cooperation with ELEKS.

> What kind of bonus will I receive?

If your referral meets all the job requirements, the recruiting process is successful and the suggested candidate is hired, you'll receive a special bonus.

Keep in mind that:

- The bonus is paid after the candidate has successfully passed the 3-month probation period, and their manager is satisfied with the candidate's performance;
- The amount of the bonus depends on the candidate's skills and is defined after the job interview;
- The bonus is paid under the terms of a written agreement with one of the ELEKS group entities (the template is provided upon request).

However, you will **not receive the bonus** if:

- The candidate is already being reviewed for this position by the ELEKS recruiting team;
- The candidate has already applied for the position via job search websites, the corporate website or had sent the information to a recruiter within the past 2 months;
- The candidate was already referred by someone else;
- The referral includes fake, out-of-date or inaccurate data;
- The referral is provided by a close relative of the candidate (husband, wife, brother or sister) that received any kind of bonus from ELEKS anytime during the previous 3 months;
- The candidate will be a subordinate of the person who provides a referral.

> Bonus amount*

Software Engineer, Intermediate	\$500
Test Engineer, Intermediate	\$500
Software Engineer, Senior	\$750
Test Engineer, Senior	\$750
Test Lead	\$750
Technical Lead	\$1,000
Architect	\$1,000
Project Manager, Intermediate	\$750
Business Analyst, Intermediate	\$750
Project Manager, Senior	\$1,000
Business Analyst, Senior	\$1,000

**Bonus is paid in Ukrainian hryvnia at the official National Bank of Ukraine exchange rate on the day of payment by bank wire transfer.*