

## How does the Referral Program work at N-iX?

Referral bonus is an appreciation for a recommended candidate for a position on which the bonus applies according to the set requirements.

A referral bonus is applicable for delivery positions Middle+ level and non-delivery positions Senior+ level.

Bonus amounts and qualification levels for which the Referral Bonus will be paid:

### Delivery direction:

- **Middle Specialist** - \$300
- **Senior Specialist** - \$400
- **Lead/Architect Specialist** - \$500

### Non-Delivery direction:

- **Senior/Leader/Senior Leader Specialist** - \$300
- **Manager/Director/Executive Manager** - \$500

If the candidate was recommended for the Senior position with referral bonus \$400 but was hired as Middle, the referrer will get the referral bonus according to candidate's level - \$300. If the candidate was recommended for the Senior position with referral bonus \$400, but was placed on another position without bonus, the bonus will not be paid.

## What are the requirements for the referral?

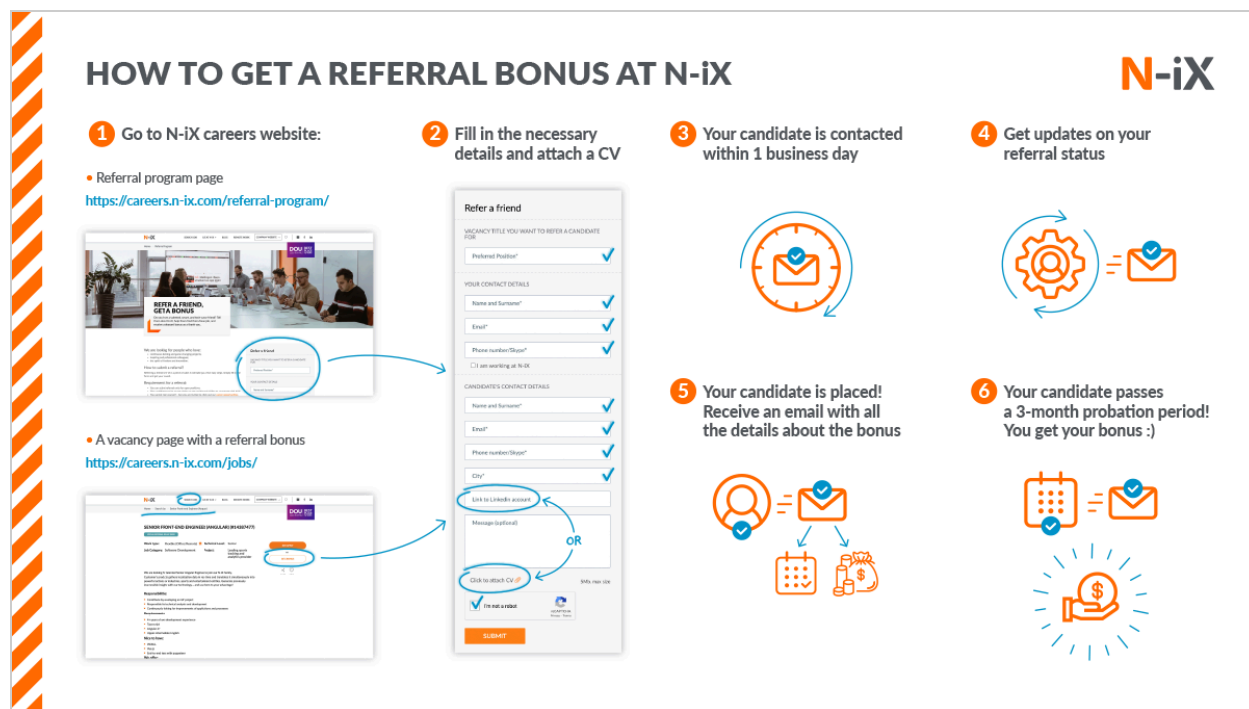
- Referrals are valid for open vacancies only.
- You cannot refer yourself.
- The mentioned candidate must be aware of our vacancy and be interested in cooperation with the N-iX.
- You must be the first person to refer the candidate (the date and time of the submission will be recorded).
- Referral accepted via [N-iX careers site](#) (for external referrers)/[Greenhouse](#) (for internal referrers)

**Note!** The referral is valid for 3 months.

## How to submit a referral?

Detailed instructions for N-iX Contractors are [here](#).

Instructions for anyone outside the company are below:



1. Check open vacancies at [N-iX Career Page](#) or contact someone from the Recruitment team.
2. If you would like to recommend a friend for a certain open position, select this vacancy and click on the button "Refer a friend" → "I am not working at N-iX" and provide such information:
  - candidate's contact details (email, skype, phone number, country)
  - candidate's CV or link to a LinkedIn profile
  - comment if the candidate is aware of our vacancy
3. If there is no appropriate open vacancy for your friend on our site, but you are sure his/her knowledge is worth considering, go to [N-iX Career site](#) and fill in your and friend's contact details and submit the form.
4. The responsible recruiter will keep you updated on the next steps

### What bonus amount will You receive?

- The referral bonus depends on the candidate's qualification level, on which he/she is placed into the company, and not on the level of the vacancy that was opened.
- If you recommend a candidate for a technology stream, not a specific vacancy, you will get a referral bonus for a vacancy candidate placed.
- For N-iX contractors the referral bonus is paid in national currency gross at the same exchange rate as a remuneration payment.
- For non-contractors, the referral bonus is paid in national currency gross at the exchange rate on the payment day. For Ukrainians bonus is announced gross and always processed through our PE account, thus referrer will receive it to the card NET (minus 5% of tax, and a commission from the bank for a transfer). The bonus will be paid in 3 weeks from the last working day of the probation month. For non-contractors from other countries, the bonus is announced gross and processed through B2B account (if there is no B2B the Finance team will agree on the payment method).

### How will You receive a bonus?

- You will receive a bonus if your candidate successfully completes the probation period in the company.
- Usually, the probation period for N-iX contractors lasts for 3 months, for TOP positions - 6 months, and for Freelancers - 1 month, but the candidate's direct manager has the right to extend this period in some cases.
- In case your candidate fails the probation period bonus won't be paid.
- You will be informed about a referral bonus payment by email from the responsible recruiter.

### The referral bonus will not be paid in the following cases:

- The referral was not officially submitted via [N-iX Career Page](#) (for external referrers)/[Greenhouse](#) (for internal referrers).
- The referral contains false or outdated information.
- The mentioned candidate is not aware of our vacancy and is not interested in cooperation with N-iX.
- The candidate has applied for one of the similar positions during the last 2 months.
- The mentioned candidate is already involved in the selection process of one of the open vacancies - answered the recruiter, is aware of our vacancy, and considers it.
- The candidate was already recommended by someone else during the last 3 months.

- The candidate has failed the probation period.