



# Read Better Be Better

## Candidate Referral Program

Read Better Be Better (RBBB) takes great pride in its recruitment and selection process — a process which resulted in you joining our organization. Our past history indicates that one of the best sources for candidates, who are likely to meet our rigorous standards, are often located through our existing employees, partners, volunteers and supporters.

That's where you come in! If you know someone who would be a good addition to the Read Better Be Better team and they meet the qualifications outlined in the job description, you may be awarded a \$50.00 gift certificate if you refer them for employment and the candidate completes 30 days of employment.

It's easy to share RBBB job opportunities to your social media channels like Facebook, Twitter and LinkedIn, or you can click the email option to send the job link to specific contacts. We encourage you to include a short, personal note in your post or email about why they should consider working for RBBB.

Visit <https://www.readbetterbebetter.org/> for current positions.

### **RBBB Job Referral Portal:**

<https://readbetterbebetter.applicantpro.com/employees/>

**Pass phrase: gorbbb**

### **Referral Bonus Program Policy**

1. Once a candidate is hired and completes 30 calendar days of employment, the referring employee will receive a \$50.00 gift card.
2. All referrals will be tracked using the RBBB Job Referral Portal.
3. The referring individual must apply through the RBBB online application system.
4. In the event that the same candidate is referred by more than one individual, the date of the earliest referral will govern.
5. I understand I am responsible for any and all tax liability resulting from Referral Rewards and RBBB will comply with all federal reporting as required by law.
6. RBBB reserves the right to cancel the Referral Program or to change these Terms & Conditions at any time in its sole discretion.



# Read Better Be Better

## Employee Referral Portal

Using the Employee Referral Portal, job sharing is simple, making it even easier to share Read Better Be Better's jobs, and increase your chances of receiving a gift card reward! For every candidate that comes through your referral, you will be awarded a \$50 Postino's gift card after the employee completes 30 days of employment.

### Create an Account or Login at the link:

<https://readbetterbebetter.applicantpro.com/employees/>

- If you previously applied on Applicant Pro and created an account, use this to login.
- For new users, follow the prompts for the *Job Referrer Sign Up*
  - Enter email address
  - Use pass phrase: **gorbbb**

### Share Jobs:

Once in the portal, Sharable Job Listings will be displayed.

- Select the position to share, and choose the desired platform to generate a post.

### Tracking Job Share Postings:

- After you have shared the job, you will be able to see how many people have clicked on the link, as well as applied for the position.

**0** Clicks      **0** Applies

### Reward:

- If someone applies via the application link on your job share post, it will tie their application to your referral
- If the candidate is hired, you will receive a \$50 Postino's gift card following 30 days of the candidate's employment with RBBB