

# Rules of participation in the referral program for teacher recruitment

## What is a referral program for teacher recruitment?

Referral program is an opportunity to get a money bonus for helping your friend to become a teacher at Skyeng. Any Skyeng Team member can recommend a teacher and receive a bonus if the candidate (referral) successfully passes the selection and starts teaching. In order to take part in the referral program you need to share the referral link with the candidate, and he or she needs to click the link and register. If any questions occur, the support service is always ready to answer them: [support.referral@skyeng.ru](mailto:support.referral@skyeng.ru).

**Referrer** — a person who invites a candidate (referral) for a referral program by sending his or her individual referral link for registration.

**Referral** — a candidate invited by the referral program (recommendation) and registered by the referral link.

**Referral link** — a unique link that the referrer uses to invite a referral. By registering via the link, the referral is automatically linked to a specific referral, and if the referral is successfully submitted to the adaptation, he receives his referral bonus.

# Establishing a referral link between users

A referral link between users is established when a new candidate is registered via the referral link of the referrer.

If the referral uses two or more referral links, recommendation is credited to the latest. We may need a confirmation of the transfer (screenshots of the correspondence proving that the referrer has shared his link with the referral, as well as the date of such transfer).

If the link is not attached automatically (due to technical error), you should notify us by email [support.referral@skyeng.ru](mailto:support.referral@skyeng.ru) and provide a confirmation of the recommendation via your referral link (screenshots of the correspondence with the referral).

## Terms of participation in the referral program

1. Any current contractor or teacher of the school can become a referrer.
2. The referral has not previously reached the 'Success' status in any of the available subjects.
3. The referral and the referrer cannot be the same user.
4. There must be no existing referral charges for this pair of users.
5. Recommendations provided through a personal e-mail message, an oral referral to a representative of the recruitment department, a personal message in Skype/Slack or any third-party communication methods other than the referral link do not participate in this referral program.
6. The status of the candidate may change depending on the stage:

**In progress** — the candidate has successfully registered and is currently passing the selection.

**Reserve** — the candidate has passed the selection and will be invited when the recruitment for a specific course begins.

**Refusal** — the candidate did not pass the selection.

**Success** — the candidate has successfully passed the selection process and has been submitted for adaptation.

**Out of date** — the candidate has failed to reach the “Success” status during the 6 month period (180 days) after the referral link was created.

# About bonuses

1. The referrer gets a reward for each successful recommendation.
2. The referral bonus is credited when the referral is submitted to the adaptation and starts teaching.
3. The referral bonus is credited to the referrer once per 1 recommendation (once the candidate starts teaching), regardless of the number of subjects for which the referral has successfully passed the selection.
4. The payment period is two times a month (the reward for the previous month is received by the end of the 1st week of the current month, the reward for the current month is received by the 3rd week respectively).

Whether the candidate is accepted or put in the Reserve depends on the recruitment plans for various courses. Follow the information on the referral program page.

## Recommendation expiration period

If the referral has not been registered via the referral link within 6 months since the link was created, the recommendation is considered outdated.

## When does a recommendation reset?

If the referral initially has a “Refusal” status and tries again in 6 months, the recommendation is no longer credited to the referer. That is, if the candidate successfully passes the selection in 6 months, the referral bonus is not credited.