



STG External Referral Bonus Program

The STG External Referral Program provides incentive for external referrers to bring new, qualified talent to STG, Inc. by referring candidates who are subsequently hired and successfully employed by STG, Inc.

- You will receive \$1,000 after your referral is actively employed on a full-time basis with STG, Inc. for 90 days. Some restrictions apply.
- Referrers submit referrals via email to the external referral mailbox – STGRecruiting@stg.com. Emails must include the following information:
 - **Referral Name**
 - **Referral Resume**
 - **Referrer's Association to Referral**
 - **Referrer confirms that he/she is not posing any conflict of interest by referring the candidate(s)**
- Resumes of referrals will be kept on file 6 months from the referral submittal date. If the referral is hired within the 6 month period, the referrer will receive a bonus after the employee has completed 90 days of full-time employment with STG, Inc.
- A qualified referral will be one of the following: Someone the referrer worked with in the past, someone personally referred to referrer, someone the referrer met while networking.
- The referrer will only be contacted if the referral is hired to the position or similar position (at sole discretion of STG, Inc.) referenced above by the referrer.
- After the referral is employed full-time for 90 days, the referrer will be sent a W-9 tax form to complete and return to STG, Inc. Once the W-9 is received by STG, Inc., a check for \$1,000 will be mailed to the referrer. Subsequently, a 1099 form will be mailed to the referrer by January 31st of the following year. Please note the amount is taxable and the referrer should consult a tax professional for questions.

Definitions & Restrictions:

- An External Referrer is a person who is at least 18 years of age, legally authorized to work in the United States, and not an STG, Inc. employee.
- Referral Payments will not be made for candidates who already exist within STG, Inc.'s Applicant Tracking System.
- Third party recruiters, recruiting agencies/vendors, or any of their employees are not eligible for this program.
- STG subcontractors are eligible however may not refer their own company personnel for consideration.
- Federal Government employees are ineligible.
- External Referrers who provide self referrals, previous STG, Inc. employees (full-time, part-time, temporary and interns) as referrals are ineligible.
- Referrers with non-solicitation or non-compete agreements that could possibly cause a conflict of interest with STG, Inc. are ineligible.