The purpose of the referral program is to provide an incentive to attract qualified applicants to our organization. We are looking for people who are committed to student-focused results and personal/professional development, innovative, reflective, and hard-working.

If a current InspireNOLA employee is the first person to refer a teacher ultimately hired by InspireNOLA, he or she will receive a $250 referral bonus, subject to the guidelines below.

1. The referral bonus is primarily for referring full-time teachers. We welcome referrals for other positions and will consider bonus pay outs only during designated months for non-teaching positions.

2. Once a teacher is hired and completes 90 calendar days of service, the employee who referred that teacher will receive the bonus, less withholdings for applicable taxes and deductions.

3. Employees must complete the referral form, and submit all required fields, to be eligible for the bonus. The referral form can be found in (3) locations:
   a.) On ADP, under forms, the guidelines and the referral form can be found in the “Talent and Human Resource” Section.
   b.) On https://www.inspirenolacharterschools.org/, under “Work With Us”.
   c.) The link will be sent weekly in the “InspireNOLA Insider” communication from our CEO.

4. Informal recommendations, e-mails to school leaders or staff members, and conversations that are not captured in the referral form do not qualify as official referral submissions. All referrals must be submitted directly to the Talent Recruitment Team via the official InspireNOLA referral program form at Referral Bonus Link. Referrals submitted to any other person or team (i.e. a school leader, leadership team, or grade team) or through another forum (e.g. email or text) are not eligible for the bonus.

5. If more than one person refers a teaching candidate to InspireNOLA, the referral bonus will be awarded to the first official referral received, as noted by the date/time the referral form was submitted.

6. A referral can be submitted by any current InspireNOLA employee.

7. The referral must be in the portal prior to the official hire date of the candidate.

8. The following employees are not eligible to receive the referral bonus:
   a.) Anyone whose job requirements directly relate to the placement or hiring of teachers at InspireNOLA. (i.e. School Leaders, Human Resource team members, etc.)
   b.) Directors and Chiefs on our Network Office staff.

9. Candidates for employment with InspireNOLA may not refer themselves to receive a referral bonus.

10. There is no limit to the number of referral bonuses that an individual may receive.
11. We also accept referrals from outside community members. Here are our External Referral Guidelines:

- To participate in the External Referral Program:
  - You must be an individual person (not a business entity) and a legal resident of the United States who is at least 18 years of age.
  - You cannot be associated with or a consultant of a staffing/recruiting agency.
  - You cannot refer yourself.

- Your referral candidate:
  - The External Referrer must notify his/her referral candidate that InspireNOLA recruiters may be in touch to discuss opportunities in our network. We may use your name when reaching out to the referral.

- If you meet the eligibility requirements and qualify for a referral award, InspireNOLA shall pay you a one-time external reference payment in the amount of $250, provided that such hired candidate:
  - Completes 90 days of continuous active employment

Follow this link to begin the referral process: Referral Bonus Link

This link will be sent in the InspireNOLA Insider your School Administration.