

KIPP LA Referral Program FAQs



How do I access Lever, our new referral system?

You can log into your Lever account by going to bit.ly/KLAreferrals. Please log in using your KIPP LA Google account. We also suggest that you bookmark this page so you can easily access it! You can also easily check the status of your referrals by logging in.

Who is eligible to participate?

All current full-time employees are eligible to participate. Teachers who have accepted an instructional position at KIPP LA, but will not start until the 2019-2020 school year, are also eligible to participate before they start, subject to the program rules outlined below.

Please note that hiring managers (and their managers) are not eligible to receive referral bonuses for new hires on their team.

How will I receive my referral bonus?

You will receive your referral bonus in your paycheck after hired referral completes first 60 days of employment. Please note that referral bonuses are taxable income. Please check your pay stub if you are unsure if you've received your bonus payout.

What is the reward for referring a candidate?

Candidate Is Referred In Lever: **10 bonusly points to referer**

LEVEL 1

Referred Candidate Signs Offer Letter : **250 bonusly points to referer**

LEVEL 2

Referred Candidate Has Been Employed 60 Days: **up to \$750 to referer**

LEVEL 3

\$250 if referral is non-instructional	\$500 if referral is a teacher	\$750 if referral is in leadership
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What are the program rules?

The rules are as follow:

- You must refer a candidate in Lever at bit.ly/KLAreferrals BEFORE the candidate is hired
- If more than one person refers the same candidate, we will honor the referral we receive first
- We do not give referral bonuses for part time roles
- Hiring managers (and their managers) are not eligible for bonuses for their team
- The monetary payment will be made once the 60 day tenure has been completed
- The referring employee must be employed by KIPP LA at the time the payment is made

What are the program rules?

Please contact our Talent Acquisition Coordinator, Briana Williams at brwilliams@kippla.org any additional quesitons.