

FAQ- I.K. Hofmann Referral Program

I.K. HOFMANN USA, Inc.

Global Experience. Local Talent.

Ambassador- When do I receive my bonus?

Your eligible referral must have completed at least **80 working hours** within the first 30 days of assignment (does not include PTO, sick time, etc.). The Bonus will be **\$50 on the first assignment only.**

Referral- When do I receive my bonus?

You must at least complete 80 working hours within the first 30 days of your assignment to receive the bonus and must still be in good standing with I.K. Hofmann at the time of processing (e.g. not leaving a job without a five-day notice). The Bonus will be **\$50 on the first assignment only.**

When is the Bonus Paid?

We process referral bonuses twice a month, as administratively possible. Following timesheets being processed totaling more than 80 hours being worked, you will be paid at the next pay bonus processing pay period.

What counts as a Referral?

A Referral is a candidate that has never worked with us before or someone that has not worked or been contacted by any of our recruiters in the last 6 months. A candidate that has worked with us before but is currently not active on an assignment and has not been contacted or interviewed by any of our recruiters in the last 6 months is considered a Referral as well.

Who is not eligible?

Both the Ambassador and Referral won't qualify for the Bonus, if the Referral has not completed 80 hours of work, walked off the assignment without giving a 5-day notice or recently applied, interviewed or has been contacted by us within the last 6 months.

Ambassador for Direct Hire - When do I receive my bonus?

You will be paid a **\$250** Bonus after the Referral's grace period at the Client passes (typically 90 days and is defined by our clients) and the client has paid the invoice. We will pay out your bonus as soon as administratively possible at the next referral processing. Only the Ambassador qualifies for this Bonus, which is not related to converting to the client's payroll after a temp to hire assignment.