

CollabraSpace Non-Employee Referral

Welcome our new non-employee referral program here at CollabraSpace. Learn how to submit your referral and earn \$2,500!

Who is Eligible?

All non-employees are eligible to submit candidates, both cleared and uncleared. Recruiters are also encouraged to submit candidates they feel would make a great fit for CollabraSpace.

How to Submit

All candidate referrals may be sent to careers@collabraspace.com.* Be sure to attach the candidate's resume, details of their skills, how long you have known the candidate and why you believe they would be a good fit; resume formats acceptable are .doc, .docx, and .pdf. Include your contact information when referring candidates.

Please do not send a link to a candidate's profile website (such as LinkedIn). Our HR team will review each referral and will contact you if the candidate does or does not meet the company's guidelines for the position. CollabraSpace will keep referral on file for 12 months if there is no hire.

**Only will consider submission of candidates we have not already contacted or not already in the process of working with.*

How Do I Receive \$2,500?

If candidates are uncleared; referrer will not receive the \$2,500 until the candidate has completed the clearance process and has been placed on a program.

If candidates are cleared, referrer will get the \$2,500 when the new hire gets their first paycheck.

Should a candidate referral be accepted, a referrer must provide a social security number to receive a 1099 at the end of the year as this will be income for the referrer and will need to be communicated to the IRS.