



Paradigm Referral Program



Paradigm's Referral Program

Referrals are one of the most effective ways for Paradigm to recruit top-notch Consultants, Associate Consultants and internal team members. Over the last few years, referrals have been our strongest sources of quality candidates! It's all about building relationships – with our Paradigm family and beyond our Paradigm walls!

While our wheelhouse has historically been Analysts, Developers, Project Managers, Scrum Masters and Organizational Change Managers, Paradigm is definitely seeing a shift in the marketplace where our customers are looking to bring on new and many times very specific skillsets. As such, we are always on the lookout for people from every area of Business and IT consulting. If you think they are a fit and they are interested in a change, please submit a referral! This includes both consultants and non-consultants!

Eligibility Requirements

Our preference is that you know your referral's background and skills and would want them to be part of your team! Other requirements are:

- Must be in the suite of positions that Paradigm focuses in (Analyst, Developer, Project Manager, Scrum Master, Organizational Change Manager, etc.) or alternatively within roles that are internal to Paradigm.
- Must have relevant experience to the role
- Your referral can only be submitted once in a 2-year time period
- Must be looking for a change in their career or actively looking for employment
- Open to work with any of our customers in any of our locations onsite, hybrid or remote
- Must be available and interested in the consulting field and agree that their resume is to be provided
- Must be willing to meet with members of the Talent Acquisition team to discuss further interest
- Both the Paradigmer and future Paradigmer must be employed or contracted with Paradigm at the time that the award is paid. All awards are paid based on the candidate's date of hire. Exceptions include referring employees who left active payroll after referring candidate due to medical leave of absence
- There is no limit to the number of employee referral awards earned
- Unfortunately, the following individuals do not qualify for a referral award
 - Members of the Senior Leadership Team and the Talent Acquisition Team
 - Summer hires, interns, casual employees, and other temporary non-consulting employees

Award Processing

Payment processing is initiated by Business Management Services upon hire of the candidate, once all eligibility requirements have been verified and confirmed by the Talent Acquisition team. The referring colleague will be notified by email that the award will be processed and payment will be processed on the next cheque based on the payroll schedule.

Award amounts are as follows:

	Total Award	After 3 months of billing	Every 3 Months of billing (Ending 12 months after Start)
Employee Consultants	\$3000	\$750	\$750
Associate Consultants	\$1600	\$400	\$400

- All employees that submit a referral, will be entered into a semi-annual draw for \$250 gift card to show our sincere appreciation for your efforts in promoting Paradigm to others in your network!
- These amounts or processing of such awards may change subject to any new campaign rules
- All award incentives are subject to the supplementary tax withholding

Limitations

There is no limit to the number of referrals that an employee may submit.

Dispute Resolution

All eligibility requirements are verified upon hire of the referred candidate. In the event of a dispute, Talent Acquisition reserves the right to determine award eligibility.

How to Submit an Employee Referral

1. Submit referrals through Referrals.ParadigmConsulting.com
2. Complete the Referral Form: Fill out the referral form with your contact information and details about the candidate you are referring.
3. Upload the Candidate's Resume: Make sure to upload the candidate's most recent resume. This is a mandatory step in the referral process.
4. Provide a Recommendation: In the endorsement section, explain why you believe this individual would be an excellent fit for Paradigm. Your insights help us better understand the candidate's potential.
5. Submit the Form: Once all the required fields are completed, submit the form. You'll receive a confirmation email, and the Talent Acquisition team will begin reviewing your referral.

Program FAQs

Q: Do I have to make referrals through this portal?

A: While the Talent Acquisition team will certainly accept any referral, in order to assure that you are eligible to be paid the bonus you should make the referral at Referrals.ParadigmConsulting.com.

Q: What happens after I refer one of my contacts?

A: Our Talent Acquisition team will reach out to the candidate. If your referral gets hired, you'll see the referral bonus on your paycheque once all eligibility requirements are met.

Q: When will I receive my bonus if someone I referred is hired?

A: You will receive your first payout after the referred employee has been employed for 90 days.

Q: What if multiple people refer the same person for different openings?

A: The referral bonus will be paid to the employee who referred the candidate first.

Any more questions? If you have questions regarding the program, email Paradigm's Talent Acquisition Team at Referrals@ParadigmConsulting.com.