

# Referral Program Guide

## Where to see the referral amount

The screenshot shows a web interface for job referrals. At the top, there are tabs for 'Sharable Jobs' and 'Closed Jobs'. Below is a search bar with fields for 'Search Jobs By Keyword', 'Department', 'All States', and 'All Cities'. The main section is titled 'Current Job Referral Opportunities' and lists two job openings:

- Child Interventionist (Full Time Hours Available)**: \$250 Referral Bonus Per Hire. Location: Marrero, LA, USA. Status: Behavior Technicians. Date: 08-Feb-2023. Location: LA - New Orleans. Type: Full Time & Part Time.
- Child Interventionist- Madera, CA**: \$1,000 Employee Referral Per Hire. Location: Madera, CA, USA. Status: Behavior Technicians. Date: 08-Feb-2023. Location: CA - Fresno. Type: Part Time.

Each job listing includes social media sharing icons (LinkedIn, Facebook, Twitter, Email, Print) and statistics for 'Clicks' and 'Applies'.

Note: You will need to follow the instructions below for creating an ApplicantPro referral portal account to see the referral page <https://butterflyeffects.applicantpro.com/employees/>

## Ways to refer a friend

There are several ways to refer your friends and earn a referral bonus!

You can ask them to apply and note you as the referral source on our external career site or you can share an open job with them through the Employee Referral portal hosted by our recruiting system, ApplicantPro.

1. Ask them to apply on our career site <https://butterflyeffects.com/aba-therapy-careers/> They must add your name as the referrer in the "Source" field of the application.

This screenshot shows the 'Source' field in the application form. The title is 'Applying for ABA Behavior Technician - Fremont, CA \$500 Sign On Bonus! - Close Date: 26-Feb-2023'. The 'How did you hear about this position?' dropdown menu is open, showing 'Referral' as the selected option. Other options include 'Company Website', 'Job Board', 'School', 'Search Engine', 'Social Media', and 'Other'. The 'If Employee or Other, please describe:' field is empty.

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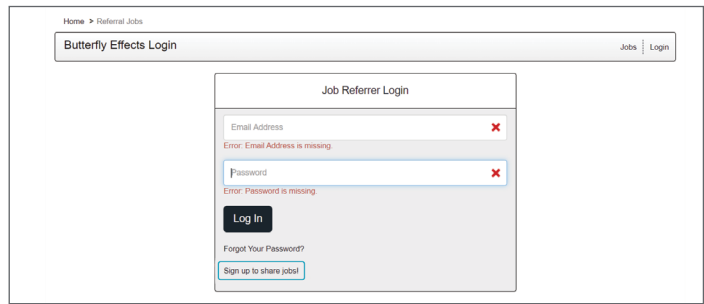
## 2. Use our ApplicantPro Referral Portal - Create your referral profile

This process will allow you to share the job link with your referral and ensure your name is associated with their profile.

Log in to ApplicantPro, please follow this link: <https://butterflyeffects.applicantpro.com/employees/>

If you are already a system user on ApplicantPro, your login information will remain the same, you will just use the above link to access the Employee Referral Portal.

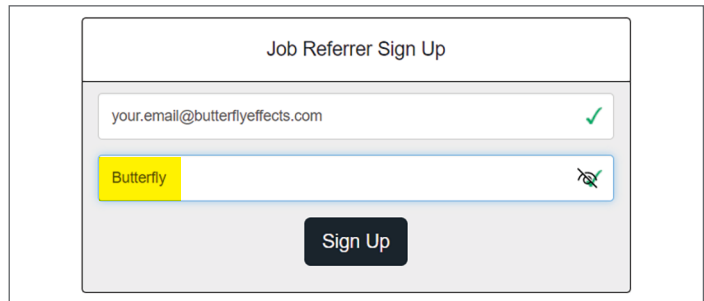
If you are not already an ApplicantPro user, click the "Sign up to share jobs!" link below the Log In button.



Next, the Job Referrer Sign Up form will be displayed. Next, enter your company email address and the pass phrase code.

The pass phrase is **Butterfly**.

Click on the Sign Up button to finish setting up a profile.

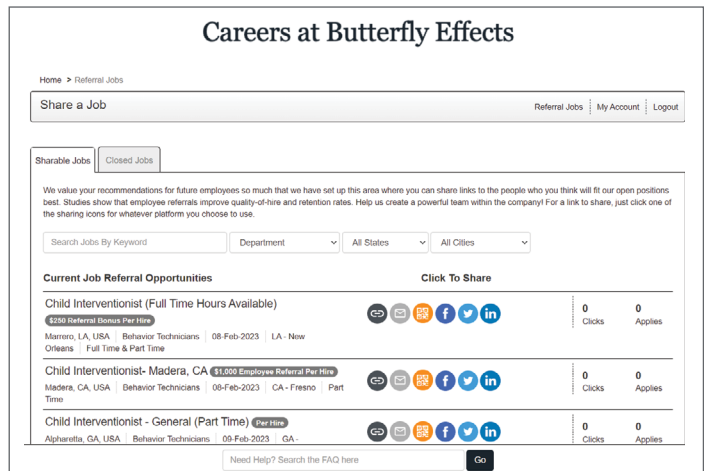


Now that you are logged in, you can generate custom links that give you credit for referred applicants!

- By selecting the paperclip option, you can get the custom direct link.
- By using the Email option, you can email the link directly.
- By using the social media tags on the right, you can quickly open your social media pages to directly share to your page, again using your custom link.

Your referrals will all be tracked automatically within the Employee Portal.

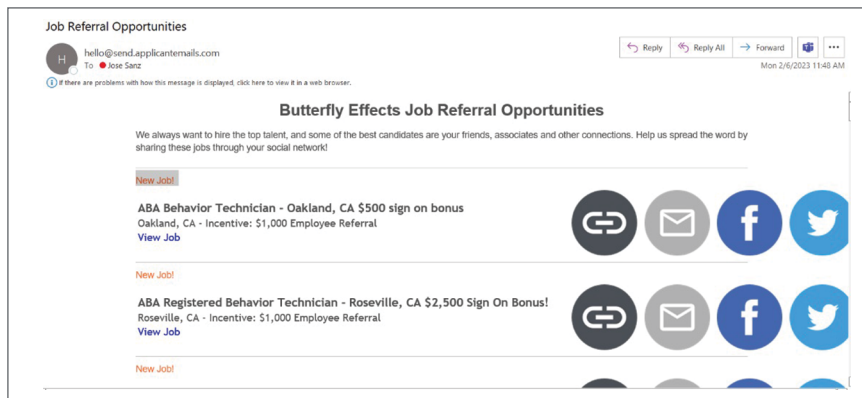
Here's a sample of what the portal looks like.



## Stay informed with the Weekly Notification Email

You can log in to the portal anytime, but to make it extra easy to share jobs, you will start to receive weekly emails from no-reply@applicantemail.com. The email will include custom links to any open position that you can share straight from the email itself - without having to log in to the portal!

Here's a sample of what that email might look like.



We have a jobs on the portal ready for you to share. Let us know if you have any questions.