E3 Federal Solutions
External Referral Bonus Program

ABOUT THE PROGRAM

E3’s Referral Program has extended to the general public. You do not need to be an employee to receive financial incentives for helping us identify and hire talented professionals in the Washington, DC Metropolitan Area.

Refer your friends and professional connections to join our talented and growing team! E3’s Talent Acquisition Team is offering a referral bonus of $1,500 for each TS/SCI cleared hire and $1,000 for each non-TS/SCI cleared hire. Bonuses are paid to the referring party 90 days after the referred candidate’s start date with E3. Bonus recipients are responsible for all Federal and State taxes.

OPPORTUNITIES

Whether you know someone who is an experienced professional, a former military or civilian Federal employee, or a recent graduate, E3 has a career opportunity available in the following disciplines:

- Acquisition Lifecycle Management
- Data Analytics and Visualization
- Facilities/Engineering Management
- Financial Management
- Human Capital
- Identity Management/Screening and Vetting
- Program/Project Management
- Strategic Communications
- Systems Engineering and Technical Assistance (SETA)

Visit our website for a list of our current openings!

To submit a qualified referral, please submit the candidate’s resume to Jobs@E3Federal.com, and include “External Referral” in the subject line. Your referral must be an active candidate interested in new opportunities. The resume must include the candidate’s full name and contact information (i.e., email address and phone number).

General Rules

If you are eligible to participate in the program, E3 shall pay you a one-time per candidate external referral payment if the referral results in a successful full-time hire. The referred candidate must:

- Acknowledge he or she was referred by you
- Complete 90 days of continuous, active employment with E3
- Be in good performance standing at the end of the 90-day period and remain employed by E3 at the time the external referral bonus is to be paid

You must complete and return IRS Form W-9 (and any other documentation that E3 may require) to receive the referral bonus. This form will be supplied to you by E3 once your referred candidate has commenced employment with E3.

E3 will process the external referral bonus approximately 30 days after the referred employee completes 90 days of employment and you have submitted the required paperwork. Payments will be made on a 1099 basis paid by company check from E3.

Eligibility

You must be an individual person (i.e., not a business entity) and a legal resident of the United States who is at least 18 years of age to participate in the program.

You are not eligible for an external referral payment if the candidate you refer is a:

- Self-referral
- Former E3 employee
- Family member of a current E3 employee
- Recent or current applicant to E3 (if they have applied to E3 within the last 12 months)