

Brightcove Non-Employee Referral Program

Welcome to our Global Non-Employee Referral Award Program! Please read on to learn how you may be eligible to receive a bonus of up to \$1,500 (or local equivalent in geos outside of the US) for referring qualified candidates to our Brightcove open positions!

Program Summary

This program has been designed to support and encourage referrals by individuals not currently employed by Brightcove so that we can cast the widest net to find nice, smart people who can get things done! The referral must be qualified and submitted in accordance with these guidelines, and the hired referred candidate must be employed by Brightcove continuously for at least 30 days.

Participant Eligibility

Non-employees may refer candidates (but not themselves).

Recruiters can refer candidates as long as it is understood that the payment for said referral, if hired, is \$1,500. Duration of the program is currently ongoing but may be terminated at anytime by company. In the case of multiple referrals of the same person, the earliest referral will be accepted.

Candidate Eligibility

Candidates must interview for and accept an offer of full-time regular employment. These positions do not include summer hires, internships, part-time or employment of temporary duration. Candidates must not currently be employed, or previously employed within the past six months by Brightcove, or be working in a temporary capacity or as an on-site subcontract employee of Brightcove. Candidates who have previously applied are not eligible for referral payments. Candidates must be at least 18 years of age.

What is a “Qualified Referral?”

A qualified referral is constituted as a resume of a candidate whom you know, directly or indirectly, attached to an email from you which includes the following information:

- Your name, email and phone contact information
- How you know the candidate
- Position Title
- Why you think this candidate would be a good fit for the available position

What is not a “Qualified Referral?”

Referrals which are hyperlinks to LinkedIn profiles (or equivalent) are not considered to be qualified referrals. Portfolios without resumes are not considered to be qualified referrals. Names of individuals with email or phone numbers, without resumes, are not considered to be qualified referrals.

How do I submit a referral?

The referrals should be submitted to referral@brightcove.com. Resumes should be attached to your email as a WORD or PDF document. Our team will check our database to let you know if your candidate meets the eligibility guidelines. If you have presented an eligible candidate you may be asked to submit additional personal information which will be saved for future contact if needed. You must obtain consent from the referred individual prior to submitting the resume and you may be asked to show proof of consent. All personal information submitted in connection with the Brightcove Global Non-Employee Referral Award Program shall be handled in accordance with our privacy policy, available at brightcove.com/en/privacy and your participation in this program constitutes acceptance of this policy. Once your submittal is approved your candidate will receive an email to continue the process with details on the next steps. This email will note your name as the referring friend.

How do I receive the Award payment?

All referral payments will be reported for tax purposes in accordance with each country’s requirements and each individual must complete applicable tax form(s) prior to payment. In the US, all recipients of cash awards will receive a 1099 form for Federal Income Tax purposes. The Referral Bonus will be paid out in approximately 45 days after the person begins employment with Brightcove. The referred individual must be an employee in good standing of the company at the time of payment.

Thank you for your valuable referrals and helping to grow our great company! Please submit any questions to referral@brightcove.com.