



Referral Process for Non-Employees

If you are not an employee of KIPP NYC Public Schools but know someone who would be a great fit for one of our roles, you can still submit referrals through SmartRecruiters. Follow these steps:

How to Submit a Referral:

1. Visit Our Company Page on SmartRecruiters:

- Navigate to the KIPP NYC Public Schools careers page at <https://kippnyc.org/careers/kipp-nyc-career-listings/>.

2. Search for the Role:

- Use the search function to locate the specific position your referral is best suited for.

3. Click “Refer a Friend”:

- Once you've identified the role, click on the role. Then you will see a “**Refer a Friend**” button.
- Complete the referral form with your information and your referral's details.

4. Submit the Referral:

- Submit the form to ensure the recruitment team receives your referral.

Important Notes:

- Referrals submitted via this method will be reviewed by our recruitment team and considered for the role you've identified.

Thank you for supporting our mission by helping connect us with talented individuals! Your referrals contribute to building an exceptional team.