Employee Referral Program Policy

Program Overview

We require fresh sets of bright individuals to join us on a regular basis as (name of firm) grows in business size and across nations. Take a look about you and at yourself to see what a perfect employee looks like. Our existing workforce meets and, in many cases, exceeds industry norms in terms of standards and qualifications. We've designed this policy to help you further the company's goal and vision.

Policy Brief and Purpose

Important rules and regulations of our employee referral procedures are explained in our Employee Referral Policy. We value referrals highly because we believe our employees know what is best for our organization. We want this process to be as painless as possible for our staff and individuals they recommend.

Scope and Applicability

This employee referral policy program is applicable to:

- All employees up to Assistant Manager level
- All employees up to Assistant Manager level

Let's call it RAW for now...
Refer and Win! You refer excellent applicants, and the company benefits from higher-quality personnel, allowing the company to succeed.

If the person is hired, you may be eligible for a monetary incentive. As a result, you've also won!

Who can be Referred?

It is not possible to refer all of the candidates. The following are the only three groups of people who cannot be referred:

- Applicants who have not applied in the previous [x months]
- Candidates who have been fired in the past for breaking rules and regulations
- Are on the "Do Not Hire" list at [business name]

Who is eligible to take part in our employee referral program?

Except for the following personnel, all employees are eligible to participate in our recommendation program:

- Management at the top (CEO, Managing Director.)
- Recruiters and hiring managers for positions they're looking to fill.

It's important to remember that recruiting managers can't refer someone for a job for which they are directly or indirectly responsible. They can, however, refer someone for a job in a different department, office, or function. Executives and senior managers are exempted from this rule.

Candidates might be referred by vendors, contractors, consultants, and former workers.

What is a referral bonus for employees?

Successful recommendations will always be recognized in order to encourage our staff to suggest talented persons.

For instance, if a coworker recommends a candidate who:

- is qualified, you will receive the following reward: [$x]
- If interviewed, you'll get [$x] as a prize.
- is hired, you will receive the following compensation: [$x]
- stays with [business name] for more than [x] months, you will be rewarded with: [$x]

Bonuses will vary depending on the position and how difficult it is to fill it.

Employees who consistently put forth effort and refer qualified candidates will be eligible for additional compensation.

Additional reward guidelines:

- Employees will be recognized within [time period] of each stage.
- Employees can refer as many times as they like.
- If the same candidate is referred by multiple employees, the first employee will get the reward.

Program Rules

- All [Company Name] workers are eligible for the referral incentive and quarterly drawing, with the exception of vice presidents and above, Human Resources personnel, and managers having hiring power over the referred candidates.
- The recommendation date must coincide with the posting of the job opening. - - Within 180 days (six months) of the first referral date, a referred employee must be hired.
- The candidate's first interaction with [Company Name] must be through the reference. Referral prizes are not available to temporary, summer, contract, or past workers of [Company Name].
- An employee must submit a referral to Human Resources along with a candidate referral form and a resume or employment application to be considered for an award.
- When the employer contacts the candidate, the referring employee must agree to have his or her name utilized.
- The first employee to refer a candidate will be the only one who receives compensation.
- Only candidates who meet the position's minimum requirements will be considered.
- All applicants will be assessed for employment in accordance with the company's policies and processes.
- All information pertaining to the hiring choice will be kept completely private.
- To be eligible for the referral bonus and admission into the quarterly drawing, the referring employee must be employed by [Company Name] for the first 30 days of the hired candidate's employment.

- Human Resources will manage any disputes or interpretations of this employee referral program.
- All referral bonuses will be paid out within 30 days of the referred employee's start date at [Company Name].

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