RECRUITMENT SKILLS ACADEMY

EMPLOYEE REFERRAL POLICY & GUIDELINES

Employee Referral Policy & Guidelines

1. Purpose

The Employee Referral Program is designed to encourage and reward employees who refer talented individuals to join [Company Name]. Referrals are a trusted source of quality candidates, and this policy outlines the eligibility, process, and reward structure to ensure fairness and transparency.

2. Scope

This policy applies to all full-time, permanent employees of [Company Name], excluding those directly involved in the hiring process for the referred role (e.g., HR personnel or hiring managers within the relevant department).

3. Program Management

The Human Resources (HR) Department is responsible for:

- Administering the referral program and ensuring compliance with company policy.
- Verifying eligibility and processing referral rewards.
- Promoting the program across the organisation.
- Resolving any disputes or discrepancies related to referrals.

4. Eligibility

For Referring Employees:

- Must be a full-time, permanent employee at the time of referral and reward payment.
- Must not be directly involved in the hiring decision for the referred candidate. Any potential conflict of interest must be disclosed using the referral form.

For Referred Candidates:

- Must meet the requirements of the open position.
- Must not have applied to any role at [Company Name] within the last six months.
- Must not be a current or former employee or contractor within the last 12 months.

Referral rewards are not applicable for internships or temporary/contractor positions unless part of a dedicated campaign.

5. Referral Process

Submit the candidate's resume, contact details, and a brief recommendation via the designated Referral Portal or to the HR Department by email.

HR will confirm eligibility and manage the recruitment process.

If the candidate is hired, they must successfully complete their probation and ongoing employment milestones for the referrer to be eligible for a reward.

6. Referral Rewards

Tiered Reward Structure

Role Level	After 3 Months	After 12 Months
Entry-Level	$500	$1,000
Mid to Senior-Level	$1,000	$1,500

Rewards will be processed via payroll and are subject to applicable taxes.

Rewards are paid one month after each milestone (3 and 12 months of employment).

If multiple referrals are submitted for the same candidate, only the first referral received by HR will be eligible.

7. Guidelines & Conditions

There is no cap on the number of referrals an employee can make.

All referrals are confidential and will be handled in accordance with the company's data and privacy policies.

Referring employees must remain employed at [Company Name] at the time the reward is due.

Any unethical behaviour (e.g., submitting false referrals) may result in disqualification and disciplinary action.

8. Diversity & Inclusion

[Company Name] is committed to creating a diverse and inclusive workplace. The referral program supports this by ensuring all referred candidates are assessed fairly and equitably.

9. Policy Review

This policy will be reviewed periodically by HR. Updates may be made at the discretion of the HR Department.

10. Approval & Effective Date

Approved by: [Approving Authority]

Effective from: [Insert Date]