**Employee Referral Program Procedures**

**Description**

[Company Name] is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to [Company Name], you may be awarded a referral bonus of [dollar amount] (less taxes) if you refer a candidate and he or she is hired.

An add-on referral bonus of [dollar amount] (less taxes) will be paid for hired referrals of candidates from underrepresented minority groups as defined in the talent acquisition strategic plan [or other internal document] which can be found at [provide a link or indicate how employees can access this information].

Employees must refer candidates to Human Resources through the employee referral program link on [Company Name]’s intranet or by using the attached candidate referral form.

**Quarterly Drawing**

At the end of each quarter, we will hold a drawing for a valuable prize. For every qualified referral you make during the quarter, your name will be entered in the drawing.

**Program Rules**

* All [Company Name] employees, except those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus and quarterly drawing.
* The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
* The referral must represent the candidate's first contact with [Company Name]. Temporary, summer, contract and former employees of [Company Name] are not eligible candidates for referral awards.
* To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application.
* The referring employee must agree to have his or her name used when the company contacts the candidate.
* The first employee to refer a candidate will be the only referring employee eligible for payment.
* Only candidates who meet the essential qualifications for the position will be considered.
* All candidates will be evaluated for employment consistent with company policies and procedures.
* All information regarding the hiring decision will remain strictly confidential.
* The referring employee must be employed by [Company Name] during the hired candidate's first 30 days of employment to receive payment of the referral bonus and entry into the quarterly drawing.
* Any disputes or interpretations of this employee referral program will be handled through Human Resources.
* All referral bonus payments will be paid within 30 days after the referred employee's first day of employment at [Company Name].

**Candidate Referral Form**

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| Job Title:                                                  Job Requisition #: |

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| Candidate's Name:                                    Referral Date:  Referring Employee's Name:                       Work Phone: Work E-mail:  Underrepresented minority group? Yes/No   I have read and understand the referral program rules.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referring Employee's Signature                                           Date  Attach the candidate's resume or application and submit this form to Human Resources. |

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| **INTERNAL USE ONLY:**   To: Payroll  From: Human Resources  Charge To:   Target Date for award payment:            (within 30 days of hire date below)  Referred candidate's hire date: |