# Employee Referral Program Policy



1. **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.

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.

2. **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.

3. **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].

4. **Candidate Referral Form**

Job Title:
Job Requisition #:

Candidate’s Name:
Referral Date:
Referring Employee’s Name:
Work Phone:
Work E-mail:
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.

**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: