HIRING REFERRAL BONUS POLICY

At [Organization Name], we believe that our employees are our greatest strength. We trust and believe in their judgment and drive to ensure the best for our organization. For this reason, we are putting in place a Hiring Referral Policy. This policy intends to recognize our employees when they successfully refer someone to an employment position with us.

SCOPE

This policy applies to our employees who refer a candidate for hiring with us and does not apply to supervisors/managers or anyone directly involved in the hiring process.

POLICY

[Organization Name] will provide a hiring referral bonus payout to employees who refer a successful candidate. Specifically, if an employee’s referred candidate is hired and successfully completes their probationary period of [Insert probationary period, e.g., three (3) months], the employee will be eligible for a hiring bonus ranging from [Insert amount, e.g., $250 to $500 CAD]. Referrals may include full-time employees, part-time employees, management team members, and human resources team members.

The referral bonus total will depend on:

* [Insert why the bonus would be $250.00 or 500.00—the criteria on which the bonus amount is based.]

PROCESS

* For an employee to be eligible for this referral bonus, they must refer the candidate PRIOR to the candidate applying for a position with [Organization Name]
* They may inform [Insert Person/Position e.g., recruitment specialist] of their referral and complete a letter with their reasons for the referral.
  + We encourage employees to keep an eye on our LinkedIn page for when we are hiring; however, even if we are not currently hiring, we would like to build a network of prospective candidates to grow quickly as needed.
    - [Organization Name] does not have a cap on the number of times employees can refer different candidates for hire.
* The bonus/incentive payouts may be subject to taxation rules as per the CRA.
* Hiring referral bonuses will be paid out within [Insert duration, e.g., one month (30 days)] of the date that the candidate successfully completes their probationary period.
* If an employee refers to someone hired in a different hiring cycle, the employee is still eligible for the payout; however, they may need to remind their [Insert Person/Position e.g., recruitment specialist] of the original referral. (Optional note: this does not apply to candidates who are hired [Insert duration, e.g., a month] after the original referral.)
* In the case of a dispute between two employees over who referred a specific candidate, the employee who first submitted the referral is eligible for the hiring referral bonus.
* The referral bonus does not apply to candidates who have previously applied to positions at [Organization Name] in the previous calendar year.

[Organization Name] reserves the right to amend or discontinue this policy as needed. Employees who referred someone prior to the discontinuation of the policy would still be eligible to receive their payout.