HIRING REFERRAL POLICY

At [Organization Name], we believe that our employees are our greatest strength. We trust and believe in their judgement and their drive to ensure the best for our organization. It is for this reason that we are putting into place a Hiring Referral Policy. This policy is intended 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 who is directly involved in the hiring process.

POLICY

[Organization Name] will provide a hiring referral bonus payout to employees who refer to a successful hire. If an employee refers to an individual who is hired and successfully completes their probationary period, the employee will be eligible for a hiring bonus of $(XXX.00).

PROCESS

* Employees are to identify a referral PRIOR to the candidate applying for a position with [Organization Name].
* They may inform (Insert Person/Position) 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 aren’t currently hiring, we would like to build a network of prospective candidates so that we can grow quickly as needed.
    - [Organization Name] does not have a cap on the number of times that employees can refer different people for hire.
* The bonus/incentive payouts may be subject to taxation.
* Hiring referral bonuses will be paid out within one month of the date that the candidate successfully completes their probationary period.
* If an employee refers to someone who is hired in a different hiring cycle, the employee is still eligible for the payout; however, they may need to remind their supervisor/manager of 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 the one eligible for the hiring referral bonus.
* Candidates may not have previously applied to positions at [Organization Name] in the previous calendar year. This would render the hiring referral bonus ineligible.

[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.