Employee Referral Template Sample

Introduction

As *(name of company)* grows in business size and over countries, we require new sets of talented individuals to join us constantly. As an example of an ideal employee, look around you and at yourself. Our current set of employees possess the highest standards and qualifications that match and mostly supersede industry standards. Therefore, to further the mission and vision of the company through you, we have created this policy.

Policy Brief and Purpose

This policy is in place to ensure an active pipeline of candidates to the company for open positions. The employee referral policy is created to incentivize current employees to bring in friends and family to the organization.

We are seeking the best quality candidates via traditional hiring methods and the referral policy.

Who can be referred

To be eligible for the employee referral program, the referred candidates must meet the following criteria:

- They must not have applied for a job at [*Company Name*] within the past [*Time period, like 6 months*].
- They must be legally authorized to work in the [*Insert the Country or Region*].
- They must meet the qualifications and requirements for the job opening as stated in the job description.
- Candidates related to an employee, such as a spouse or family member, are not eligible for the employee referral program.

How to refer a candidate

To refer a candidate, follow the steps below:

1. Visit the company's referral portal and see open roles.
2. Log in using your office credentials.
3. Look for the open position
4. Fill in the form with all the accurate and valid details.
5. If deemed fit for the role by HR, they will be sent an email with a direct-apply link.

Employee Referral Process

The process is as follows:

- **Employees identify a potential candidate:** Identify the one potential candidate, who they believe would be a good fit for an open position in the company.
- **Employee submits referrals:** Submit the referral through the employee referral portal, which can be accessed on the company's intranet, including details like the candidate's name, contact information, and resume, as well as the job title and department the candidate is being referred.

- **HR reviews referral:** The HR team will review it and determine if the candidate meets the qualifications.
- **Candidate is contacted:** If the candidate meets the requirements, the HR team reaches the individual and schedules an interview.
- **Hiring Decision:** If the candidate is selected for the position and accepts the job offer, the referring employee will be notified of their successful referral.
- **Bonus Payment:** The referring employee will receive their bonus payment after the new hire has completed their probation period.

Approval Required

As stated in the employee referral policy, the following approvals are required for the payout:

- Hiring approval from the immediate reporting manager.
- Approval from the Head of the Department and HR Head.

Payout Matrix

Our program also includes general payouts for successful referrals. The following are the details:

Level of Referred Employee	Referring Employee	Payout
Entry Level	Same Gender	Rs.10,000
	Different Gender	Rs.15,000
	Person with Disability	Rs. 20,000
Mid-Level	Same Gender	Rs. 20,000
	Different Gender	Rs. 30,000
	Person with Disability	Rs, 40,000
Senior Level	Same Gender	Rs. 30,000
	Different Gender	Rs. 45,000
	Person with Disability	Rs. 60,000

Note:

1. The payout will be made only after the referred employee completes the probation period successfully.
2. The company reserves the right to modify or terminate the Employee Referral Program at anytime.

Responsibilities

Activity	Turn Around Time (TAT)	Responsibility
Referral Made	N/A	Employee Referrer
Resume Screening	3 days	HR
Initial Interview	7 days	Hiring Manager
Final Interview	14 days	HR and Hiring Manager
Offer Made	2 days	HR
Referral Accepts	N/A	Employee Referrer
Onboarding	30 days	HR and Hiring Manager
Performance Review	N/A	HR and Hiring Manager

Payout	7 days	HR and Payroll Department

Guidelines

1. These are the guidelines that the employees must follow:
2. All the referrals must be submitted through the company's official employee referral portal, and referrals through other channels will not be considered.
3. Referrals must be only for the open positions officially posted on the company's website or job portals.
4. There is no limit on the number of referrals a single employee can make in the fiscal year.
5. Referrers will be considered on a first-come, first-served basis, if they meet the requirements.
6. Employees must disclose any conflicts of interest, such as personal relationships, beforehand with the referred candidate.
7. Employees may not refer themselves for open positions.
8. The policy can change at the discretion of the HR department, at their will.
9. Contract and part-time workers are not eligible for this scheme and should therefore refrain from asking for dues

Escalation Matrix

Referral Source	Job Position	Level 1 (Days)	Level 1 (Designation)	Level 2 (Days)	Level 2 (Designation)	Level 3 (Days)	Level 3 (Designation)
Employee A	Manager	7 days	HR Manager	14 days	Recruitment Head	21 days	CEO
Employee B	Sales	7 days	HR Manager	14 days	Recruitment Head	21 days	CEO
Employee C	Marketing	7 days	HR Manager	14 days	Recruitment Head	21 days	CEO
Employee D	IT Team	7 days	HR Manager	14 days	Recruitment Head	21 days	CEO

Program Administration

The HR department will solely administer the entire employee referral program.

Modification and Termination

[*Company's Name*] reserves the right to modify or terminate this policy at any time, with or without notice.