



# Employee Referral Program

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## 1. Objective

To encourage employees to identify suitable and competent talent to help Sigmoid build a strong team.

## 2. Scope and Coverage

Permanent employees and interns are eligible for the program.

## 3. Guidelines

- a. All recommendations/referrals must come from existing employee's personal contacts / Connections and not through any recruitment agency.
- b. There are no restrictions on the number of referrals.
- c. If two or more employees refer the same candidate, the first referrer will be eligible for referral rewards.
- d. Referrers are still eligible for rewards even if a candidate is hired later or gets hired for another position.
- e. HR and Directors and above will not be eligible for the referral bonus.
- f. Hiring managers can't refer anyone for a position for which they are directly or indirectly responsible.
- g. Profiles sent to [referrals@sigmoidanalytics.com](mailto:referrals@sigmoidanalytics.com) will only be considered for the program
- h. Open positions which are published will only be considered for the program

## 4. Process

- a. HR team will publish open positions on a regular basis.
- b. Employee shall refer the potential candidate to [referrals@sigmoidanalytics.com](mailto:referrals@sigmoidanalytics.com)
- c. Talent Acquisition team will revert on the progress.
- d. All referrals must be processed through the Talent Acquisition team.

## 5. Payout Process

- a. The bonus will be paid along with the salary after the referred candidate completes 90 days with the Company.
- b. Referral bonus will be taxable as per taxation rules.
- c. No advances will be paid for referrals.

## 6. Email Format

**Referral: XXX(Position Name) Role**— ↗ ✕

referrals@sigmoidanalytics.com



















Referral: XXX(Position Name) Role

Hi Team,

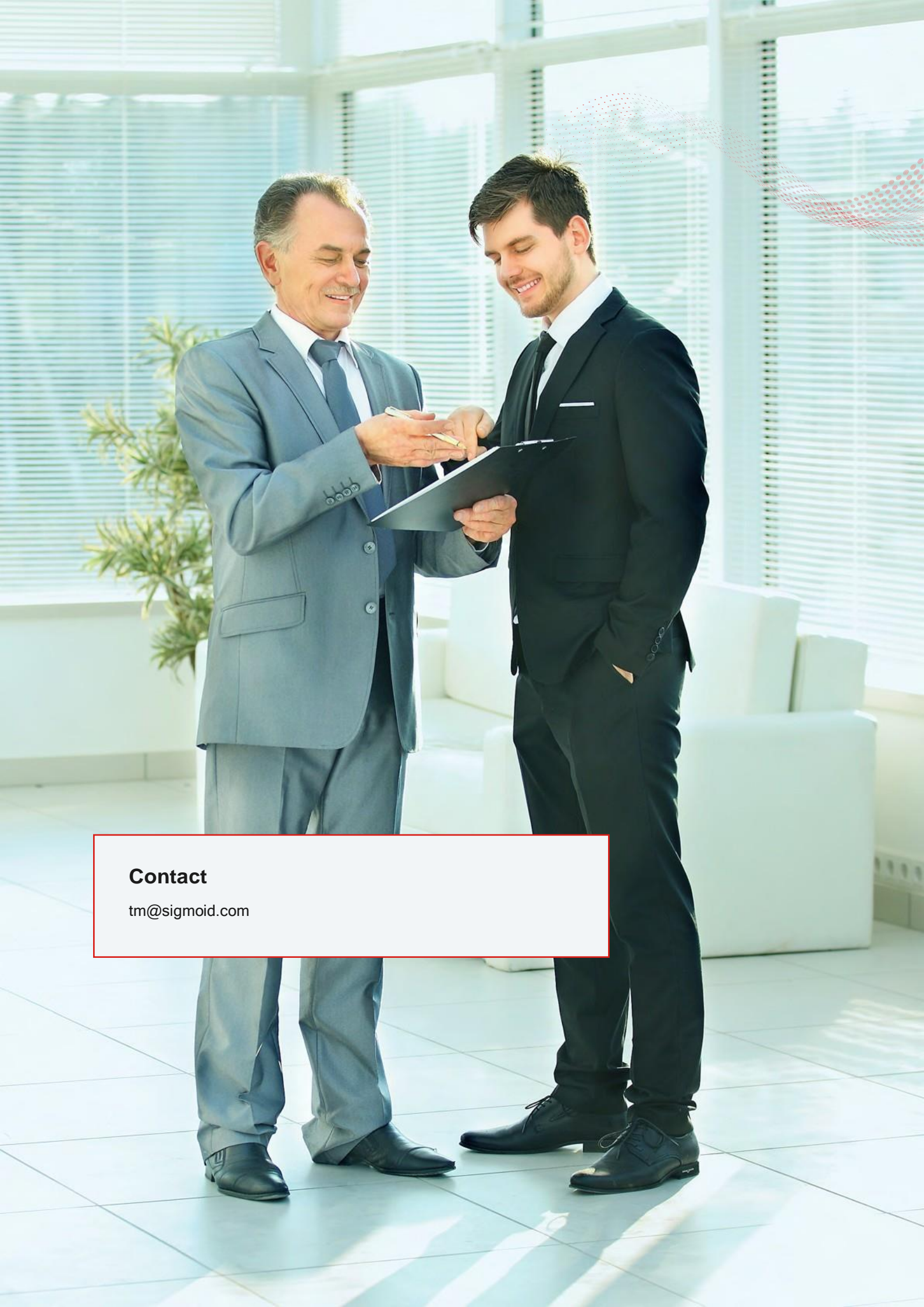
I would like to refer Mr./Ms. XXX who carries xx years of experience for XXX position/role  
Attached resume for your reference. Please do the needful.

Thank you & Regards,  
XXX

Send ▾







## Contact

[tm@sigmoid.com](mailto:tm@sigmoid.com)