

Referral Program

Modified : Rua Samara on Mon, 22 May 2023 02:51 PM



1. Introduction

At Aspire, employees are encouraged to refer people who are fit for an announced vacancy. Staff can recommend their contacts for job openings as they become available, and Aspire provide an incentive in return.

2. Scope and Eligibility

The scope of the employee referral program covers all full-time and probationary employees.

3. Terms and Conditions

- The referred applicant must meet the qualifications and skill requirements of the positions as outlined in the job description
- The referred applicant must not currently be active/involved in Aspire's current recruiting process while rejected previously, not pursued and shelved candidates can be referred
- The referred applicant must add the employee's name under the 'Referred by' field during the application or the employee to send the CV directly to the recruiter
- A direct manager cannot refer someone to their own department, but they can refer to other department
- Once the referral has been passed onto the Human Resources team, the candidate will go through Aspire's standard recruitment process
- An unlimited number of referrals are allowed for each employee, excluding Directors (1 per quarter)
- The HR department will handle any disputes and questions about the Referral Program.
- The company reserves the right to change or terminate the program
- A referring employee, who is no longer an employee or at notice period at the time the incentive is due, will not be eligible for the reward.
- Rewards are not retroactive

4. Rewards

Financial rewards are due in the payroll cycle coming after the referred employee completes the probation period successfully, the amounts are as below and the employee will be informed of the referred CV category from below.

Title	Reward
EPIC Standout profiles	100 JOD (after 3 months of probation)
Junior-Mid Positions (1-4 Years)	200 JOD (after 3 months of probation)

Senior Positions (5-10 Years)	400 JOD (after 3 months of probation)
Specialized Positions	600 JOD (after 3 months of probation)