Employee Referral Bonus Program

Policy Number: HR-COMP-012 **Effective Date:** January 1, 2020 **Last Updated:** July 1, 2024 **Owner:** Talent Acquisition **Applies To:** All employees globally

Overview

NovaTech Solutions rewards employees who refer talented candidates who are subsequently hired. Great people know great people, and referrals are one of our best sources of quality hires.

Referral Bonus Amounts

Standard Bonuses by Role Level

Role Level	Referral Bonus
L1-L2 (Entry/Associate)	$2,500
L3 (Senior)	$5,000
L4 (Staff/Manager)	$7,500
L5 (Principal/Senior Manager)	$10,000
L6+ (Director and above)	$15,000

Enhanced Bonuses

Certain hard-to-fill roles may offer enhanced referral bonuses: - Up to 2x standard bonus - Announced in #referrals Slack channel - Posted on internal job listings

Engineering Multiplier

Engineering roles receive a 1.5x multiplier to standard bonuses: - L2 Engineer referral: $7,500 (instead of $2,500) - L3 Senior Engineer referral: $7,500 (instead of $5,000) - L4 Staff Engineer referral: $11,250 (instead of $7,500)

Eligibility

Who Can Refer

All employees except: - Recruiters and Talent Acquisition team members - Hiring managers for their own open roles - HR Business Partners - Executives

(VP and above) for roles in their org

Who Can Be Referred

Referrals must be: - External candidates (not current employees) - Not currently in our applicant tracking system - Not previously interviewed in the last 12 months - Not current contractors converting to full-time

Referrer Eligibility for Bonus

To receive the bonus, the referring employee must: - Be employed at NovaTech when referral is submitted - Be employed at NovaTech when hire's 90-day anniversary occurs - Not be on a Performance Improvement Plan - Not have given notice of resignation

How to Submit a Referral

Via Greenhouse (ATS)

1. Log in to Greenhouse: greenhouse.io/novatech
2. Click "Add a Referral"
3. Search for the open position
4. Enter candidate's name, email, and relationship
5. Upload resume (optional but helpful)
6. Add a note about why they'd be great

Via Slack

1. Go to #referrals channel
2. Type `/refer` to start the referral bot
3. Follow the prompts

Via Email

Forward candidate's resume to referrals@novatech.com with: - Position they're suited for - Your relationship to the candidate - Why you think they'd be a great fit

Referral Process

Timeline

Stage	Timeline
Referral submitted	Day 0
Referral acknowledged	Within 5 business days
Candidate contacted	Within 10 business days
Hiring decision	Varies by role
Referral hired	Start date
90-day milestone	Start date + 90 days
Bonus paid	Next payroll after 90-day milestone

Tracking Your Referral

Track your referral status in Greenhouse: - My Referrals > View Status - You'll receive email updates at key stages

Bonus Payment

Timing

- Bonus paid after referred candidate completes **90 days** of employment
- Paid in the next regular payroll after the milestone
- Typically within 2 weeks of the 90-day anniversary

Payment Method

- Added to regular paycheck
- Subject to normal tax withholding
- Reported as taxable income

Partial Credit

If multiple employees refer the same candidate: - First referrer on record receives the bonus - "On record" = submitted in Greenhouse - Disputed cases reviewed by Talent Acquisition leadership

Special Programs

Referral Campaigns

Periodic campaigns offer additional incentives: - Announced in #referrals and company communications - Time-limited bonus increases - Special prizes for most referrals

Diversity Referral Bonus

Additional $1,000 bonus when: - Referred candidate is hired AND - Candidate is from an underrepresented group AND - Role contributes to diversity goals

Details and eligible roles posted in #referrals.

What Counts as a Referral

Qualifies as Referral

- Someone you personally know and recommend
- A former colleague
- A professional connection
- Someone from your network

Does NOT Qualify

- Sourcing names from job boards without personal knowledge
- Recruiting agency candidates
- Candidates you haven't personally interacted with
- Your own re-application after leaving

Referrer Responsibilities

Before Referring

- Know the person and their work quality
- Believe they'd be a good fit for NovaTech
- Have their permission to refer them (preferred)

During Process

- Be available for questions from the recruiting team
- Don't pressure the hiring team
- Keep referral status confidential from other candidates

Best Practices

- Personalize your referral notes
- Explain why they'd be great for the role
- Mention specific skills or experiences
- Stay in touch with your referral appropriately

Frequently Asked Questions

Q: Can I refer someone for multiple roles? A: Yes, submit separate referrals for each role. You'll receive a bonus if they're hired for any of them.

Q: What if my referral is hired for a different role? A: You still receive the bonus based on the role they're actually hired into.

Q: Can I refer family members? A: Yes, but note they may not be placed in your reporting line. See Related Persons Employment Policy (HR-EMP-008).

Q: What if I refer someone who was previously rejected? A: If it's been more than 12 months, they can be considered as a new referral.

Q: Can I refer contractors? A: No, current contractors are not eligible for referral bonuses if they convert to full-time.

Q: What happens to my bonus if I leave before 90 days? A: You must be employed when the 90-day milestone occurs to receive the bonus.

Q: Can I refer someone for an internship? A: Yes, intern referrals receive a $500 bonus upon intern start (no 90-day waiting period).

Contact

For referral program questions: - Email: referrals@novatech.com - Slack: #referrals - Talent Acquisition: talent-acquisition@novatech.com

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Related Documents: Recruiting Process Guide (HR-REC-001), Related Persons Employment Policy (HR-EMP-008), Open Roles (Greenhouse)