

# Hoonartek Employee Referral Policy

## V1.8

Approved By: - Nishant Shukla, Head HR, Hoonar Tekwurks Private Limited

Date: – 15-Oct-24

## Hoonartek Employee Referral Policy

### 1.0 Objective and Background

The Employee referral policy of Hoonartek is designed with a view to bring in known technical consultants who are considered fit within the Hoonartek Ecosystem and get financial benefits per the slab below in Section 3.0

While all employees and all bands of prospective positions can be referred to, the eligibility of referral benefit is subject to this policy only.

### 2.0 Eligibility and Process

- All permanent employees' including new joiners of Hoonartek with following exceptions shall be able to participate in this program and refer prospective candidates for full time positions offered by the company.
- Exceptions to this are: -
  - a) Band 6 Employees and Leadership
  - b) Sales Team Employees
  - c) HR department Employees
- The eligible employee would qualify for the referral bonus according to the following rules.
  - Only if both the referring and referred employee are NOT serving Notice period on the due date of payment of the referral bonus.
  - The resume must be referred to <https://hoonartek.sensehq.com> for a position. To know more about the portal please refer to the Annexure mentioned below.
  - If the referred person has also applied via other channels e.g., Naukri, direct email, job agency or via another employee the first come first serve policy will be applied. Any decision will be final by HR in this regard.
  - A resume received in referral application will be active for 3 months and can be considered for referral.
  - Former employees of Hoonartek who have been away from company for 6 calendar months can also be referred as part of this scheme.
  - Referrals for candidates for Band 1A and non-Permanent roles are not in the scope of Employee Referral Policy.
  - \*\*\*Talent Acquisition Team may reach out to the referee for assistance as appropriate

### 3.0 Referral Bonus

On successful joining of the referred candidate, the employee should be eligible for referral bonus as defined below: -

<u>Candidate Band</u>	<u>Amount / successful referral</u>
Band 1B	₹ 10,000
Band 2	₹ 30,000
Band 3	₹ 60,000
Band 4 & above	₹ 80,000

#### 4.0 Payment Clause

Once a referred candidate joins and completes 6 months, the referee can expect the Referral bonus to be credited in the preceding salary cycle; taxes will be deducted as applicable.

#### 5.0 Questions/ Queries

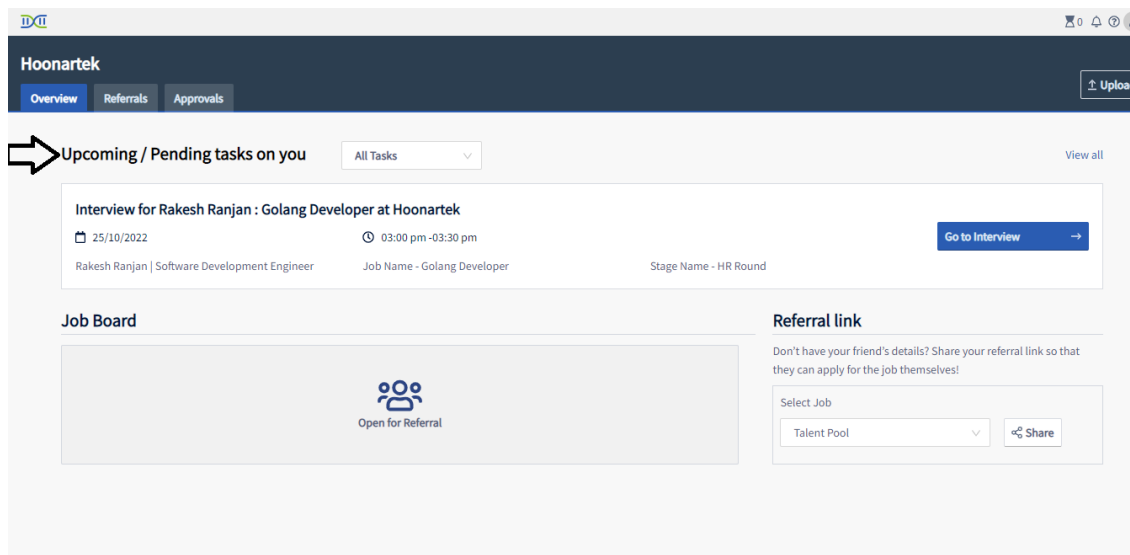
Any questions around Referral NON payment post 6 months can be written to

[hrmops@hoonartek.com](mailto:hrmops@hoonartek.com) with Subject Line –

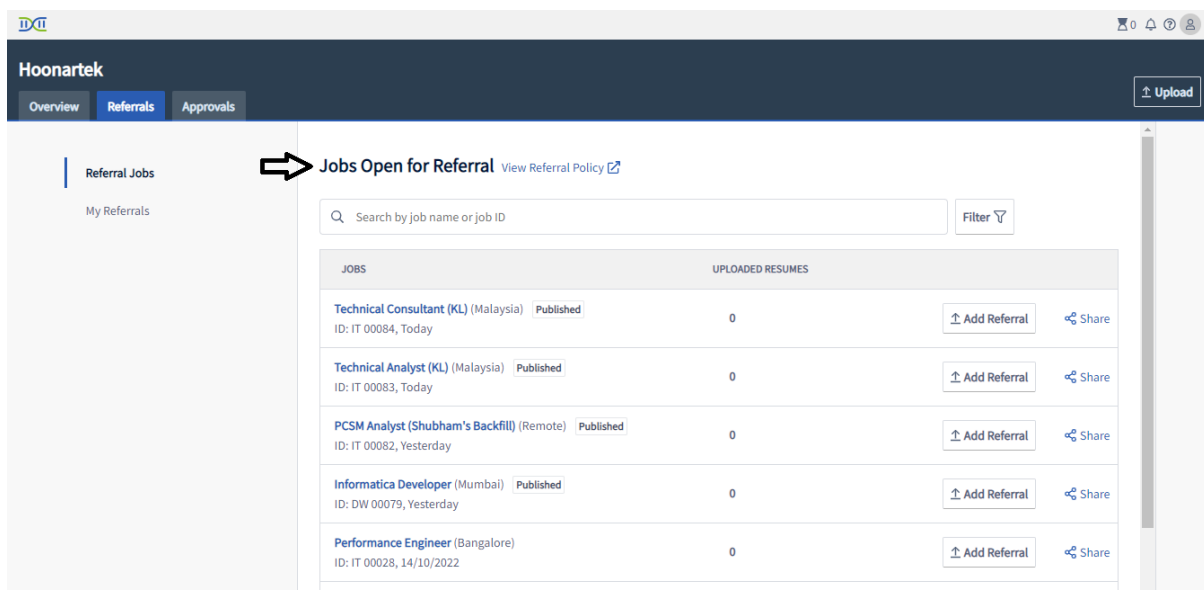
**ER NonPayment ReferralName EmpID RefereeName EmpID**

## Annexure

1. For logging into Sense – refer to <https://hoonartek.sensehq.com>
2. All employee logins have been created and are available on Sense.
3. Once logged in you will be redirected to the **overview page** below.



- This overview page will show the upcoming/pending Tasks on you (Interviews assigned to you or pending for feedback).
4. Referrals
    - Please click on the referrals tab to have a view of the open positions.



- For any current requirements you can refer by clicking on 'Add Referral'

**Add a referral** [X]

Select the stage to which you would like to add this profile\*

SCREEN

Candidate Name\*

Name

Candidate Email\*

Email

Candidate Phone

Contact Number

Resume\*

Drag & drop resume here  
.PDF .DOC .DOCX

Note

Do you personally know this candidate ? \* ☐ Yes ☐ No

Add Referral

- Please fill in below details:
  - Stage- Please map it as screened it will help the recruitment team to start mapping correctly
  - Candidate Name
  - Candidate Email
  - Candidate Phone
  - Upload resume as requested
  - Note – In case you want to mention anything about the profile please add it in the note section
  - If you personally know the candidate, Say Yes/ Else No
- My Referrals – my referrals will have all the inputs regarding the referrals submitted by you. It will reflect what stage the resume is in and if he/she has been offered or rejected.
  - Sharing option – You can also share the open positions via LinkedIn/Twitter.
  - In case you wish to refer any one irrespective of the open positions or requirements, you can simply click on the upload button to save the resume in the Hoonartek pool.
  - It will open the same page to refer but it will refer against the resume pool for Hoonartek.

**Hoonartek**

Overview Referrals Approvals Upload

Referral Jobs

My Referrals

**Jobs Open for Referral** [View Referral Policy](#)

Search by job name or job ID Filter

JOB	UPLOADED RESUMES	
<b>Technical Consultant (KL)</b> (Malaysia) <span>Published</span> ID: IT 00084, Today	0	<a href="#">Add Referral</a> <a href="#">Share</a>
<b>Technical Analyst (KL)</b> (Malaysia) <span>Published</span> ID: IT 00083, Today	0	<a href="#">Add Referral</a> <a href="#">Share</a>
<b>PCSM Analyst (Shubham's Backfill)</b> (Remote) <span>Published</span> ID: IT 00082, Yesterday	0	<a href="#">Add Referral</a> <a href="#">Share</a>
<b>Informatica Developer</b> (Mumbai) <span>Published</span> ID: DW 00079, Yesterday	0	<a href="#">Add Referral</a> <a href="#">Share</a>
<b>Performance Engineer</b> (Bangalore) ID: IT 00028, 14/10/2022	0	<a href="#">Add Referral</a> <a href="#">Share</a>

5. Point of Contact – You may reach out to your respective recruitment SPOC. Or you can connect with your BU HR.

## Document Version History

Version No.	Description	Date	Author	Approved By
0.1	First Release – Initial draft of the document for management review and approval	1-Nov-15	Kavita Tengshe	
1.0	Second Release – Final document after review and approval for circulation and implementation	02-Nov-15	Kavita Tengshe	CISO
1.1	Third Release - Eligibility and Process updated	2-Jan-18	Shilpa Hegde	Nishant Shukla
1.2	Fourth Release – Payment clause updated	2-Jan-19	Shilpa Hegde	Nishant Shukla
1.3	Fifth Release – Company name changed from LLP to Private Limited	30-Jul-21	Shilpa Hegde	Nishant Shukla
1.4	Sixth Release – Change in amount of referral bonus	2-Sep-21	Shilpa Hegde	Nishant Shukla
1.5	Seventh Release – Change in the company logo	31-Aug-22	Shilpa Hegde	Nishant Shukla
1.6	Eighth Release – Change in the referral process, Skillate added	20-Oct-22	Shilpa Hegde	Nishant Shukla
1.7	Ninth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Shilpa Hegde	Nishant Shukla
1.8	Tenth Release – Section 2 updated, added Sales tea under exception	15-Oct-24	Shilpa Hegde	Nishant Shukla

## Document Review History

Version No.	Review Comments	Review Date	Author	Reviewed By
0.1	First Review – No change suggested. Document signed off for implementation	1-Nov-15	Kavita Tengshe	CISO
1.0	Second Review - Eligibility and Process updated	1-Jan-18	Shilpa Hegde	Nishant Shukla
1.1	Third Review - Payment clause updated	1-Jan-19	Shilpa Hegde	Nishant Shukla
1.2	Fourth Review - Company name changed from LLP to Private Limited	29-Jul-21	Shilpa Hegde	Nishant Shukla
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1.4	Sixth Review - Change in the company logo	30-Aug-22	Shilpa Hegde	Nishant Shukla
1.5	Seventh Review - Change in the referral process, Skillate added	19-Oct-22	Shilpa Hegde	Nishant Shukla
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1.7	Ninth Review - Section 2 updated, added Sales tea under exception	15-Oct-24	Shilpa Hegde	Nishant Shukla