

Referral bonuses

Below is a list of our high-level eligibility requirements for gaining a referral bonus.

- A referral should be a candidate whom you personally know and whose performance you can vouch for as someone you believe would be an excellent contributor to Oracle.
- Referrals must be submitted through Taleo/Oracle Cloud Recruiting; email referrals are invalid
- You must complete the referral submission yourself and include the candidate's name, email, and CV/resume
- You may not submit a candidate as your own referral if you receive them from the hiring manager or another employee who does not meet bonus eligibility requirements
- Your referral is valid for six months from the date of submission
- You must be a regular active, part-time, or full-time employee at Level M5 or below at the time you make the referral
- Both you and the candidate you refer must be regular active, part-time, or full-time employees when the referral bonus is submitted for payment.
- Referral bonuses are paid for eligible external candidates hired to regular part-time and full-time employee positions only.
- Referred candidates must have at least six months of total work experience.
- You may not earn a referral bonus for a campus hire, for a hire for which a recruiting or temporary firm must be paid, or for a hire of a candidate met through a promotional event.
- You are not eligible for a referral bonus if you are involved in the selection process for your referral, if you are a manager and the referred candidate is hired within your direct line of reports, or if you are a manager level M6 and above.
- By making the referral, you must not be violating any obligations you may have to a former employer such as a non-solicitation or confidentiality clause.
- Referral bonuses will not be paid for referrals between different global regions (JAPAC, NA, EMEA, LAD).

Human resources employees

- Human Resources employees level M3 and below are eligible for a referral bonus as long as the referring HR employee will not be providing direct support to the candidate that they refer, and meets all other eligibility requirements set forth in this policy.
- Human Resources employees level M4 and above and Oracle Talent Acquisition employees (Professional and Executive) are not eligible for referral bonuses.
- OTA employees who transfer to a different department are not eligible for two years following the transfer.

Bonus payments

When a referral meets all eligibility requirements, the bonus will be processed in the first applicable submission cycle after the candidate completes 30 days at Oracle. Bonus payout may be delayed due to system issues, local payroll cut off schedules, or internal processing. All referral bonuses are paid in local currency and are subject to local taxes. Refer to bonuses by country for specific payment amounts.

Bonus payments across countries

If you refer a candidate in a different country within your region, you will receive the lower referral bonus of either your current country or the country where the referral is hired. If the referral is to a different country where non-standard bonuses are in effect for special language skills (Ireland and Spain), you will be awarded the non-standard bonus amount.

If the referral is part of an Enhanced Referral Program, you will need to review the terms and conditions of the event for location eligibility.