**Referral:**1. What is the employee referral program?

Answer: The employee referral program is an initiative where employees can refer qualified candidates for open positions at Wuduh. In return, employees who successfully refer candidates that are hired and complete their probation period are rewarded with referral incentives.

2. How do I refer someone for a job at Wuduh?

Answer: To refer someone, employees must submit referrals through ZenATS using the official referral link provided by HR. You can share this link with your network.

3. Who can participate in the referral program?

Answer: All Wuduh employees, except for HR department staff, managers, and employees in roles above the managerial level, are eligible to participate in the referral program.

4. How long do I need to work at Wuduh before I can refer someone?

Answer: You need to have completed at least three months of service at Wuduh before you can refer someone for the program.

5. Are there any exclusions for who can participate in the referral program?

Answer: Yes, employees in the HR department, managers, and employees in roles above the managerial level are not eligible to participate in the referral program.

6. How do I submit a referral?

Answer: You can submit a referral through ZenATS by using the referral link shared by the HR team. Make sure the referred candidate applies through the link you provide.

7. What are the rewards for referring candidates?

Answer: The reward is an incentive paid based on the number of successful referrals in a month:

* 1-3 referrals: 150 JD per referral
* 4-6 referrals: 180 JD per referral
* 7-9 referrals: 195 JD per referral
* 10-15 referrals: 210 JD per referral
* 16+ referrals: 250 JD per referral

8. How much will I get paid for referring 1-3 candidates?

Answer: If you refer 1-3 candidates, you will earn 150 JD for each successful referral.

9. How much will I get paid for referring 4-6 candidates?

Answer: For referring 4-6 candidates, you will receive 180 JD for each successful referral.

10. How much will I get paid for referring 7-9 candidates?

Answer: If you refer 7-9 candidates, you will earn 195 JD for each successful referral.

11. How much will I get paid for referring 10-15 candidates?

Answer: For referring 10-15 candidates, you will receive 210 JD for each successful referral.

12. How much will I get paid for referring 16 or more candidates?

Answer: For referring 16 or more candidates, you will earn 250 JD for each successful referral.

13. If I refer 8 candidates in one month, how much will I earn?

Answer: If you refer 8 candidates, you will earn 195 JD for each successful referral, totaling 1,560 JD (195 JD x 8 = 1,560 JD).

14. When do I get paid for my referrals?

Answer: Referral bonuses are paid after the referred candidate successfully completes their probation period.

15. Do I get paid for referring someone who doesn’t pass their probation period?

Answer: No, if the referred candidate does not pass their probation period, the referral will not be eligible for an incentive.

16. Can I refer someone if I work in HR or as a manager?

Answer: No, employees in the HR department, managers, and those in positions above the managerial level are not eligible to participate in the referral program.

17. How do I track the status of my referral?

Answer: You can track the status of your referral through ZenATS and the referral tracker sheet HR07-F01 maintained by the HR team.

18. What happens if the person I refer isn’t hired?

Answer: If the referred candidate isn’t hired, no referral incentive will be awarded.

19. What if the referred candidate’s probation ends after the 18th of the month?

Answer: If a referred candidate's probation ends after the 18th, or if the HOD has not made a decision, the referral will be carried forward to the next month’s review list.

20. How is the incentive amount calculated for my referrals?

Answer: The incentive is calculated based on the number of successful referrals within a calendar month. The more referrals you make, the higher the incentive per referral.

21. Can I refer multiple people for the same position?

Answer: Yes, you can refer multiple candidates for the same position, and each successful referral will earn an incentive according to the referral program guidelines.

22. Where can I find the referral link to share?

Answer: The HR team will announce job vacancies and provide the referral link through ZenHR. You can share this link with your network.

23. What do I do if I missed submitting my referral by the 18th of the month?

Answer: If you miss submitting a referral by the 18th, it will be carried over to the following month’s review list for processing.

24. How will I know if my referral has been successfully processed?

Answer: Once your referral has been processed, the HR team will notify you, and you can also check ZenATS or the referral tracker sheet HR07-F01 for updates.

25. What happens if the referred candidate starts after the monthly review date?

Answer: If the referred candidate starts after the monthly review date, their referral will be carried forward to the next month’s review list for incentive processing.