



# Permanent Candidate Referral

## Referral Fee

We offer a referral fee of £1500 for each successful permanent employee referral (any employee without a pre-agreed end date). This amount is subject to change at any time and is at the discretion of Woodhurst Consulting Limited.

## Eligibility Criteria

1. **Personal or Professional Connection:** The candidate referred must be known to the employee personally or professionally. The referring employee must be able to vouch for the candidate's qualifications and fit for the role.
2. **Exclusive Introduction:** The referral must be an introduction that Woodhurst Consulting Limited was previously unaware of. Candidates already known to the company will not qualify for a referral fee.
3. **Successful Hire:** A referral fee is payable only if the candidate is successfully hired by Woodhurst Consulting Limited. If the referral process is initially unsuccessful but the candidate is re-engaged and hired at a later date, the employee may still be eligible for the referral fee, provided the company acknowledges that the candidate would not have been known to Woodhurst without the employee's introduction. This determination is at the company's discretion.

## Non-Qualifying Activities

- Assisting in the interview process, such as having a coffee or informal meeting with the candidate to help them make a decision, does not constitute a referral and will not qualify for a referral fee.

## Payment of Referral Fee

1. **Probation Period:** The referral fee will be payable after the referred candidate successfully passes their probation period. In most circumstances, the probation period is three months. However, Woodhurst Consulting Limited reserves the right to extend this period at its discretion. Due to GDPR and data privacy regulations, the employee responsible for the referral will not be informed if the new hire's probation period has been extended.
2. **Probation Outcome:** If Woodhurst terminates the referred candidates employment during their probation for any reason, the referring employee is not entitled to a referral fee.
3. **Payment Timing:** The referral fee will be paid in the employee's applicable payslip. If the probation period is successfully completed, the referral fee will be included in the payslip, provided this date is before the payroll cut-off (14 days before payday, which is the 25th of the month). If the probation end date is after the payroll cut-off, the referral fee will be included in the following month's payslip.