EMPLOYEE REFERRAL SCHEME (ERS)

1. <u>Objective</u>

The objective of IQ Software Services Employee referral Scheme is to encourage the employees to participate in the recruitment process and help the company in recommending the right candidate for vacant position.

2. <u>Applicability</u>

All employees of the company except the Head of Department, and HR.

3. <u>Guidelines</u>

- From time to time HR Department shall announce specific positions that need to be filled through *ERS*. The scheme for the stated positions shall be open for a limited time period as specified by HR Department.

- Employees can recommend to HR suitable candidates known to them for any of the stated positions. The concerned employee needs to send the resume to the HR Department refereeing the vacant position. At the time of sending the resume of the candidate to HR, the employee must write his/her name on the first page of the resume. This would help HR Department to identify the referring employee.

- An employee will not be eligible for incentive under ERS if the details of the referred candidate already exist with the HR Department in its data bank. The HR Department after verification with its data bank will inform the employee on further steps.

- Employees should not refer candidates who have attended interviews with IQSS in the last six months.

- If a candidate referred by an employee is selected for the position, the employee will be given a cash incentive. The cash incentive will be paid to the employee subject to the condition that the selected candidate stays with the company for a minimum period of 6 months.

- The cash Incentive will be given on First Come First Serve basis. That is if a duplicate referral occurs, the first referral receive by HR (based on the date of submission of the resume) will be eligible to receive the cash incentive.

- The name of the referred employee will not be disclosed to the interview panel by HR. Canvassing in any form by the employee for the referred candidate will not be entertained.

- Under the scheme no award will be credited for referring fresher, campus hires, and

candidates with less than 12 months of experience.

4. Cash Incentive

The employee will be entitled for cash incentive as given below, if the Candidate referred by him is selected joins the company and completes 6 Months of satisfactory performance with the company.

Sl.No	Designations	Referral Fee
1.	Trainee Software Engineer	Nil
2.	Software Engineer	5,000
3.	Sr. Software Engineer	8,000
4.	Module Lead	12,500
5.	Project Lead	18,000
6.	Project Manager	25,000

- All such payment will be subject to deduction of Income Tax at source.

- HR department will inform the employee, if the candidate referred by him is selected and appointment offer is issued.

- Both, the employee and the candidate who joined the company, should be on the rolls of the company at the time of disbursement of the award.

- 50% of the cash incentive will be paid to the employee after the selected candidates completes 3 months of satisfactory performance with the company. Balance amount will be disbursed after completion of 6 months of satisfactory service in the company.

6. Amendments and Modifications:

The Management reserves the right to make any amendment/ modification in the scheme or withdraw the scheme altogether without assigning any reason thereof.

Annexure I

REFERRAL Form

1. To refer a potential candidate resume, application or both, please fill up the following format and send it to HR Department.
2. Please note that employees involved in the hiring decision for a particular position are not eligible for referral award for that position.

Employee information:

Employee Name: _____ Date: _____

Employee ID: _____ Department: _____

Email ID: _____ Telephone no: _____

Referral Information:

Candidate's name: _____

Email ID: _____Telephone no: _____

Position Refereed for: _____

Please attach the CV/Resume of the candidate.

For HR Department Use

Date Received: _____**Interviewed:**_____

Hired/Rejected: _____

Reasons: _____

Award Date: 1ˢᵗ Installment: _____

        2ⁿᵈ Installment: _____

Signature of HR　　　　　　　　　　　　**Approved by**

REFERRAL FEE CLAIM FORM

DATE	
NAME	
EMPLOYEE REFERRED	
DATE OF JOINING	
DATE OF RECEIVING FEE (AFTER 3/6 MONTHS)	
AMOUNT	

APPROVED BY   *APPLICANT*