

Employee Referral Policy

An Employee Referral Programs are considered one of the most reliable sources of recruiting new talents. [Name of the Company](#) believes that the current employees can most precisely understand the nature and suitability of the ideal candidates that we require. This is therefore, a guide for the employees when they find a suitable candidate and want to refer them.

Purpose

This policy emphasises on rewarding the employees who help identify and refer competent talent in order to meet our resource requirements at an optimum cost.

Scope

This policy covers all employees of [Name of the Company](#), except Functional Heads, HODs, HR team, and those involved in the recruitment process of the candidate or can influence the recruitment of the candidate.

Guidelines

Employee may refer individuals who fit the specifications given in job descriptions for the notified vacancies.

The referred candidate will undergo the regular recruitment procedure as per the norms and selection will be considered only if he/she meets the requirements of the existing vacancy.

An employee's involvement is limited only to the submission of the resume and will not in any way try to influence the selection process or compensation finalization of the candidate.

Rules and Procedure

- i. HR will notify vacancies available under employee referral scheme through HR System.
- ii. Candidates can be referred **ONLY** against the notified vacancies. The candidate referred should strictly meet the criteria as per the vacancy notified.
- iii. Candidate should be referred through the HR System only.
- iv. Employee referring the candidate should obtain the candidate's consent before forwarding candidate's resume to HR Department.
- v. The employee will be eligible to receive the bonus points, only when the referred candidate joins the company after going through the selection

process and successfully completes three consecutive months of service with the company.

- vi. In case the referred candidate is taken on a project / assignment based fixed term contract for a minimum period of one year, which is likely to transit into a regular employment, bonus points will be paid after the referred candidate has successfully completed training.
- vii. In no way should the employee referring the candidate be a part of his/ her selection process.
- viii. Candidates who have already responded to the company's requirement against an advertisement, or referred by a recruitment agency, or on their own in the past one year from the date of notification of vacancy, will not be considered as referred candidate
- ix. In case the same resume is received from more than one employee, date and time of the receipt of the resume will be considered and the person who has sent the resume first will be eligible for the bonus.
- x. In case the resume exists in the data bank, the employee will not be eligible for referral bonus.
- xi. Selection of ex-employees, who have left the Company, will not attract any bonus.
- xii. Referred candidate should not have gone through the interview process with the Company in the last six months.
- xiii. No benefits would be credited for referring fresher's & campus hire and candidates with less than 12 months of relevant experience.

Referral Bonus Points

Level	REFERRED FOR DESIGNATION	REFERRAL BONUS POINTS*
3	Executive; Officer	'Number of points'
2	Assistant Manager; Deputy Manager; Manager	'Number of points'
1	Sr. Manager; Dy. General Manager; Asst. General Manager	'Number of points'

* One referral bonus point is equivalent to ['Amount'](#) Indian Rupee/s.

Exception

The above terms are subject to modification/ amendments/ alterations/ by the Management at any time on Business/ Statutory requirements.

In case of any doubt, the interpretation of the above terms by the Head HR shall be final. No exceptions shall be permitted without specific written approval from the Head HR.



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The banner features a blue background with white and yellow text. On the right side, there are several icons: a calendar with an 'x' on it, a yellow clock, a shelf with books, a desk lamp, a computer monitor displaying a document and a chart, and a white mug.