



Employee Referral Program Policy Template

Welcome to our Employee Referral Program! We are excited to offer this opportunity for our current employees to refer qualified candidates for open positions within our organization.

Here are the key guidelines for our Employee Referral Program:

- 1. Eligibility:** All current employees are eligible to participate in the Employee Referral Program, except for those in a hiring or HR role.
- 2. Referral Process:** To refer a candidate, employees must submit the candidate's resume and complete the referral form on our internal portal.
- 3. Qualifying Referrals:** To qualify for a referral bonus, the referred candidate must be hired and successfully complete their probationary period.
- 4. Referral Bonus:** Employees will receive a referral bonus of [amount] for each successful referral. The bonus will be paid out after the referred candidate completes their probationary period.
- 5. Communication:** Employees will be notified of the status of their referral throughout the hiring process.
- 6. Confidentiality:** All referrals and candidate information will be kept confidential.
- 7. Compliance:** All referrals must comply with our company's equal employment opportunity policies.

For more information on our Employee Referral Program, please refer to our Employee Handbook or contact the HR department.

Thank you for your participation in our Employee Referral Program! We appreciate your help in bringing top talent to our organization.

Sources:

- *Employee Referral Program Best Practices.*

(<https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/employeereferralprogram.aspx>)