

Employee Referral Program Policy Template

Rationale

At [\[Company Name\]](#), we strive to find and hire the best talent available—employees who exude our values and choose to contribute to our company goals. We believe that our existing employees, who already meet these criteria, are in a great position to help us find the best candidates. We recognize that current employees are likely to refer only those individuals best suited to work at our company, and therefore we wish to reward them for their referral efforts.

Positions

We accept employee referrals for any open position listed on our company job board. We also welcome referrals for highly skilled individuals who may not match up exactly with a posted job.

Incentives

To reward employees who participate in this program, we provide the following incentives, which are stackable:

- [\[\\$25\]](#) for any referral submitted who participates in an interview with the Company
- [\[\\$1,000\]](#) for any referral submitted who is hired by the Company and remains in their position for a minimum of 90 days
- [\[One \(1\)\]](#) additional day of paid time off (PTO) for every three (3) referrals submitted and interviewed

Rules

To be eligible to receive credit for a referral:

- You must submit the candidate to HR using our internal form and/or have the candidate mention your name as a referral upon interview request
- You must be an employee in good standing at the time of submittal and upon payout of any incentive
- You must not be the hiring manager or a member of the HR department directly associated with hiring the candidate

Instructions

If you know someone who is qualified for an open position with [\[Company Name\]](#)

- Refer them to HR via the internal link provided
- Provide the referral's name, contact information, and resume
- If the candidate is applying online, have them list your name as a referral



HR or the hiring manager may reach out to you with additional questions and will keep you updated on the status of your referral.