# [Name of your company]

# Referral Bonus Policy

**Date created:**

[This policy is provided as a guide; don’t hesitate to tailor it to your company’s situation.]

**What Are Referral Bonuses?**

A referral bonus helps attract new employees to work for a company. It's a monetary bonus paid to employees who refer a candidate who is then hired by the employer. The purpose of setting up an internal referral policy is to provide a framework for the process, eligibility and conditions surrounding referral bonuses.

As a result, it assists the human resources department by facilitating the hiring process.

## Policy Objectives

* Explain the process in place
* Establish bonus amounts and payment terms
* Clarify eligibility requirements
* Avoid any ambiguity regarding internal referral bonuses

## Process

Employees must indicate to their manager or human resources manager that they would like to recommend a candidate prior to hiring. The request must be sent by **[e-mail]** to keep a record of the referral.

No other form of referral is accepted.

## Bonus Amount

**[Amounts are provided as a guide only; feel free to adapt them to your company's reality].**

Bonus amounts vary according to the difficulty of the position to be filled and the type of profile recruited. Please note that bonuses are not taxable.

For a managerial position, the amount granted to the referring employee is $1,000.

For all other positions, the amount granted to the referring employee is $500.

## Bonus Payment Terms

Half of the bonus is paid when the new employee is hired, and the remainder only at the end of the probationary period, i.e. after **[#]** hours worked.

## Eligibility Requirements

The referral bonus policy applies to employees who are employed by the company at the time of referral and who have completed their probationary period.

Please note that the referral bonus policy does not apply in the following cases:

* The referrer is an employee of the HR department
* The referee holds a management position
* The candidate has worked for the company in the 18 months preceding the reference
* The candidate's application was submitted prior to the reference

## Ethical Framework

The recruitment process is completely objective, and all candidates will be taken into consideration. The stages of the selection process remain confidential, as do the reasons for any rejection of an application.

Employees undertake to refer people from their network who match the profiles sought. Candidates must possess the required skills and values in line with the company's vision.

**[First and last name of person in charge]**

**[Title of person in charge]**

**[Date last updated]** 