[COMPANY NAME] Employee Referral Program

*Last Updated [DATE]*

The [COMPANY NAME] employee referral program is how you help us find the best new talent and grow our business. If you know someone who would make a great addition to the [COMPANY NAME] team, let us know!

## Submitting a Referral

Send an email to [EMAIL ADDRESS] with this information:

* Candidate’s first and last name
* The role they’re applying for
* Their contact information
* Their resume (added to the email as an attachment)
* How long you’ve known the candidate
* What your previous working relationship was like

You can copy and paste the template below into an email and fill in the blanks.

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| --- |
| **Subject: Employee Referral**  Hi [MANAGER NAME],  I understand that you’re hiring a new [POSITION NAME], and I’d like to recommend [CANDIDATE NAME] for the role. [His/her/their] resume is attached, including [his/her/their] contact information.  I’ve known [CANDIDATE NAME] for [NUMBER] years. [DESCRIBE WORKING RELATIONSHIP]. Because of this experience with [CANDIDATE NAME], I think they would be a good fit for [COMPANY NAME].  Please let me know if you have any questions.  Thanks,  [EMPLOYEE NAME] |

## Referral Eligibility

To be eligible for the employee referral program, you must:

* Be a full-time [COMPANY NAME] employee in good standing
* Submit your referral through the email process
* Recommend a candidate who isn’t already employed by [COMPANY NAME] or currently going through the hiring process
* Be recommending a candidate for a permanent full-time position

**NOTE:** If you’re referring someone you worked with in the past, check your past employment contract to make sure you’re allowed to refer them to [COMPANY NAME]. The contract might state that you aren’t allowed to recruit from within the company for a certain period of time.

You won’t be eligible for the program if:

* You submit your referral through a method other than the email process
* Your candidate leaves the company before the end of their probation period
* You’re a management-level employee or part of the hiring team
* You’re referring a current employee, someone going through the hiring process, or a potential candidate already identified by another employee

**NOTE:** If multiple employees refer the same candidate, the employee who made the first referral will be eligible for the reward.

## Referral Rewards

If you refer a candidate for a position and they’re hired, you can choose from one of the following rewards:

1. $200 cash bonus (to be paid out when the candidate reaches 60 days on the job)
2. $200 gift card to the store or restaurant of your choice
3. Six (6) movie ticket vouchers
4. Two (2) sporting event tickets
5. Two (2) paid vacation days
6. [COMPANY NAME] t-shirt and hat
7. $200 donation to your favorite charity
8. One (1) entry into the annual prize draw for [BIG-TICKET ITEM]

**NOTE:** Cash rewards will be included in your paycheck on the next payday after meeting the program requirements and will be subject to payroll and tax deductions. Rewards may change at any time based on availability or other factors, so speak with your supervisor for the most up-to-date list.