**Employee Referral Program Template**

**[Company]** Employee Referral Program

1. Overview.

This employee referral program policy outlines **[Company]**’s referral procedures and rules. At [Company], we are always looking for top talent to join our ranks, and you can help. We trust our employees to know who may be a great fit for a job at our company and offer an incentive award when a referred candidate is subsequently employed at **[Company]**.

2. Eligibility.

**Who can make a referral:** The referral program is open to all our employees except for directors, all human resources employees, and any employee associated with the candidate selection process.

**Who can you refer:** Candidates who are currently not employed at **[Company]** and who have not applied for a position at **[Company]** within the last 12 months.

3. Referral bonus amount.

Bonus amounts vary depending on the type of position, with rewards being higher for roles that are harder to fill.

Bonus amount for entry-level roles: **[$XX]**

Bonus amount for specialist roles: **[$XX]**

4. Additional program rules.

* Referrals must be submitted to the HR department and include the job title and reference code, the full name of the candidate, the full name and work contact details of the referring employee, and the referral’s resume.
* If a candidate is referred by more than one employee, only the first employee to refer the candidate is eligible for the referral bonus.
* Referrals can only be made for job openings that have been posted.
* Referral bonus payments are only awarded after the referred candidate has been employed and successfully completed their probation period at **[Company]**.
* There is no limit on how many candidates an employee can refer.

