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# **Employee Referral Program Policy Sample**

# **[Company Name]** Employee Referral Program

## 1. Program overview.

One of the best ways for **[Company Name]** to find great employees is by our current workforce referring potential candidates. If you know someone who would be fit for a job here, and who you would enjoy working with, please send them our way!

## 2. How to refer an employee.

To refer an employee, please fill out one of our referral forms with the necessary information and turn it in to your **[HR manager, supervisor, etc]**.

## 3. Who should you refer?

Anyone who you think fits a job description and who you would enjoy working with.

## 4. Referral bonus program.

To thank you for sending us referrals, **[Company Name]** offers a bonus of **[$500]** (less taxes) for each referral that successfully completes [90 days] of employment.

## 5. Additional employee referral rules.

* If more than one employee refers the same candidate, **[they shall share the bonus, the first referrer will receive the bonus]**.
* Employees will be paid referral bonuses within **[30 days]** of their referral meeting qualifications.
* The employee who makes the referral must still be employed at **[Company Name]** to receive a bonus.