

Internal Referral Bonus Eligibility Guidelines

Dear Team,

We are excited to introduce our Internal Referral Bonus program, aimed at encouraging our current employees to refer qualified candidates for open positions within our organization. Below are the guidelines to ensure you are aware of the eligibility criteria:

Eligibility Criteria

- Referrals must be for full-time positions only.
- The referred candidate must list the referring employee's name on their application.
- The referring employee must be an active employee at the time of the candidate's hire.
- Referrals must not be from the same department as the referring employee.

Bonus Structure

Upon successful hire of a referred candidate, the referring employee will be eligible for a bonus of \$1,000, payable after the referred candidate completes 90 days of employment.

Submission Process

Please submit your referrals through the internal referral portal or contact HR directly to ensure proper tracking.

We appreciate your support in helping us find great talent for our team!

Best regards,
The HR Team