

Internal Referral Bonus FAQ

Dear Team,

We have compiled a list of frequently asked questions regarding the Internal Referral Bonus program. Please refer to the information below:

1. What is the Internal Referral Bonus program?

The Internal Referral Bonus program is designed to reward employees for referring qualified candidates who are successfully hired by the company.

2. How much is the referral bonus?

The referral bonus is \$1,000 for each successful hire made through your referral.

3. Who is eligible to participate?

All full-time employees are eligible to participate in the Internal Referral Bonus program.

4. How do I submit a referral?

To submit a referral, please fill out the Internal Referral Form and send it to the HR Department.

5. When will I receive my bonus?

The referral bonus will be processed in the next payroll following the referred employee's completion of their probation period.

If you have any further questions, please feel free to reach out to HR.

Best,

Your HR Team