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EMPLOYEE REFERRAL PROGRAM

Process Note

Human Resource Department (HR)

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1. Introduction:

Employee referral is one of the widely used & cost-effective sources to recruit candidates through our internal trusted employees.

This manual provides general information about the documentation, policy & process of releasing the payment to employee referral claim form against the candidates referred by employees which joined the organisation.

According to the payout policy, the payment should be released within specified TAT. Timely payment & communication would build strong and long lasting relations with an employee. This also keeps employees motivated for referring more candidates for future requirements.

Releasing payments should follow a standardized process, involving proper documentation & requisite approvals.

2. Guidelines:

- To refer a candidate an employee needs to attach the referred CV and email it to “careers@thesiblingsolutions.com”(This is for online submission). Any referred candidate walking into a branch directly will be considered as a Direct Walk in.
- Referred candidates will be reviewed against the JD/ minimum criteria and if found suitable, an interview shall be arranged with the Recruitment Team / Senior Operations Manager or the Managing Director.
- Selection would happen on merit only and the referral process would be considered as one of the multiple sourcing options being used by Recruitment Team to source talent for vacancies created within the organization.

3. Procedure:

- Applicant will fill out the Personal Data Sheet including the details below for Referral Information during the day of interview.
- Referring employee sends Employee Referral Incentive Claim Form to the concerned recruiter post the completion of 60 days (2months) within organisation.
- Employee Referral Incentive Claim Form (**Annexure 1**) should mandatory comprise of the below details:
 - Referring Employee's ID, name, designation & department/account.
 - Referred Employee's code, name, designation, department/account, Hired date & days completed within the organisation
- Recruiter verifies all the above details in the Employee Referral Incentive Claim Form & verifies the current status of employee (Active / Resigned).
- Post verifying these details recruiter will sign the employee referral form & send the scan image / PDF of Employee Referral Incentive Claim Form, also dispatches the hard copy to Compensation and Benefits Specialist (**CompBen**).
- CompBen updates the Employee Referral payout tracker post verifying Recruitment Source & other details from the HR System.
- Post the approval from Resourcing Head & Head – HR CompBen sends Employee referral payout tracker to Senior Operations Manager (**SOM**) for the payment
- Finance team will process the claim amount & it will be credited to the salary account of the referring employee on 25th of every month with salary.

3.1 Approval Required:

For Employee referral payouts following approvals would be required.

- Hiring approval from Senior Operations Manager (SOM)
- Payment release approval – Finance Executive Officer

4. Responsibilities:

#	Activity	TAT	Responsibility
1	Applicant will fill out the PDS (Including Referral Information)	1 day	Applicant
1	Referring employee sends employee referral incentive claim form to recruiter.	60 days from the hired date of referred employee	Referring Employee
2	Verification of employee referral form: <ul style="list-style-type: none"> • Referring employee's Code, Name, Designation & Department/Account • Referred employee's Code, Name, Designation, Department/Account • Referred Employee current status (Active/Resigned) 	2 days	Recruiter
3	Providing Hiring Approval mail from SOM (Senior Operations Manager), scan copy & Hard copy of employee referral form to CompBen.		Recruiter
4	Compben enters the details into the Employee Referral Payout Tracker and create a summary for SOM approval	2 days	CompBen
5	Payment approval is taken from SOM		
6	Send the summary of approved referral to Finance Department for payment process.	1 day	SOM
7	Finance Team will process the claim and amount will be credited through cash to the referring employee.	1 day	Finance/SOM

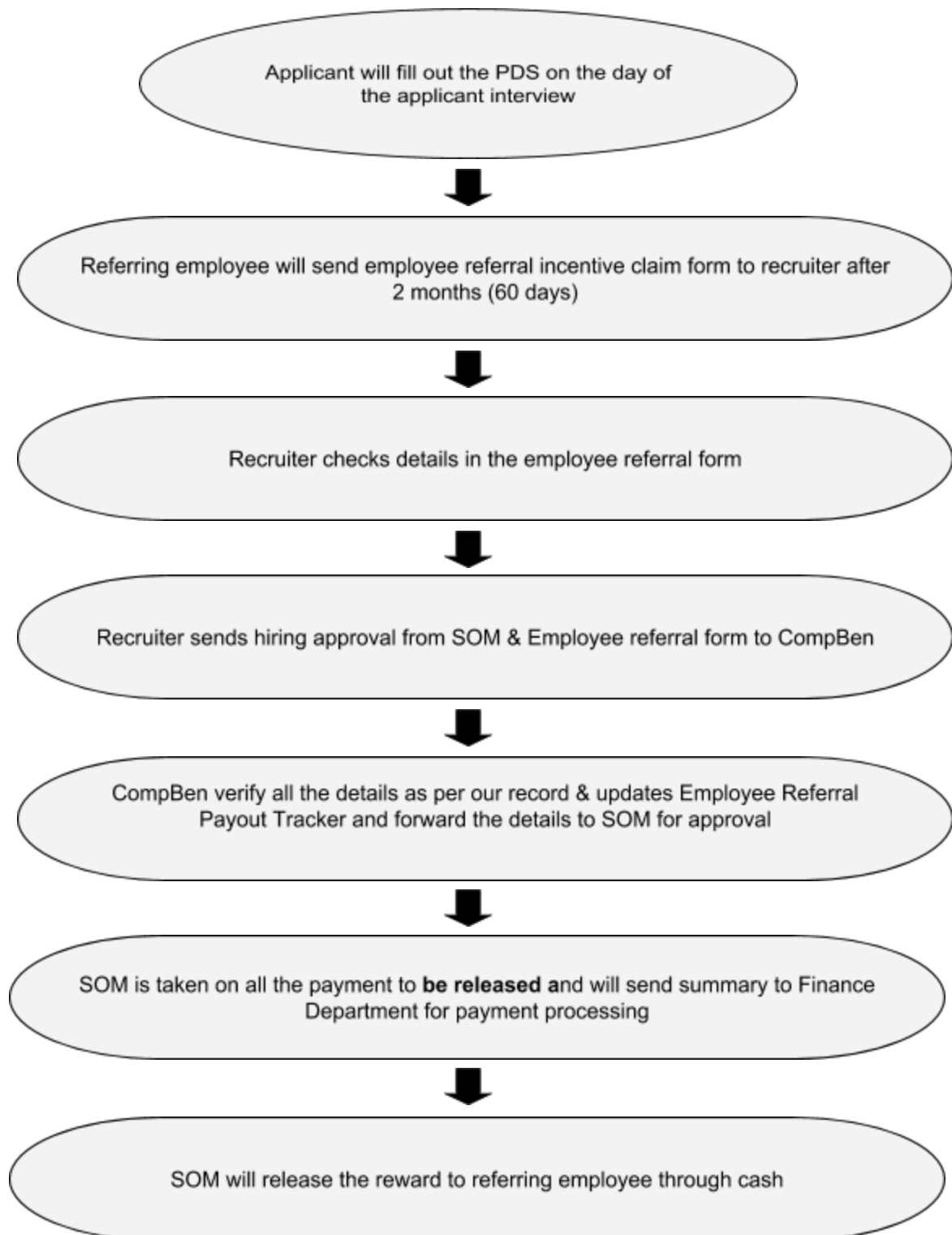
5. Payout Matrix:

Payments	Position and experience	Referral Reward
Gold	Managerial/Supervisory experience at least 5 years	Php 3,000.00
Silver	Agent at least 1 year experience	Php 1,000.00
Bronze	Non experience	Php 500.00

6. Terms & Conditions:

- To be eligible for Referral incentive, employee should mention their name & code while referring the candidates.
- There is no limit to the number of referrals an employee may provide.
- To be eligible to receive a referral reward under the Employee Referral Program, both the referring employee and the referred/ recruited candidate must be active at the time of payment. (Resigned referee will not get any incentive).
- The resume submitted by the employees will be valid for two months from the date of submission of referral.
- In case the same candidate is referred by more than 1 employee, the 1st employee will be considered for referral amount. Recruitment team decision in this regard would be final.
- Decisions taken by Management with respect to the scheme and its applicability will be final and binding on all.

7. Flowchart:



Annexure 1:
Employee Referral Incentive Claim Form

Name of Referring Employee: _____

Employee ID: _____

Department/Account: _____

Designation: _____

Details of Candidate Referred:

Employee ID	Names of Referrals	Designation	Department/ Account	Hired Date	Days Completed

Declaration:

I hereby declare that above referred candidate(s) is known to me personally or professionally. In case of any misrepresentation of facts by me will entitle organisation to take suitable action

Date: _____ Signature of Referring Employee: _____

SOM Approval

Name of Recruiter: _____ Date: _____

Designation: _____ Signature: _____

Amount: _____