Employee referral program policy

A starting template for [Company name]. Fill in the brackets, remove what does not fit, and check local law before you publish it.

Before you use this template

This template is general information, not legal advice. Rules on bonuses, pay, tax and fair hiring differ by country, state and city. Check local law, and ask your payroll provider or a qualified adviser before you publish your policy.

Text in [brackets] is a placeholder. Every amount and number in brackets is an example: swap in your own.

Policy owner: [Name, job title] Effective date: [Date] Last reviewed: [Date]

1. Why we have this program

We want to hire people our team would be glad to work with again. This program asks you to refer them, and it thanks you when a referral joins [Company name].

2. Who can refer

- Everyone employed by [Company name] on [a permanent or fixed-term contract], full-time or part-time, including people on [probation].

These people can refer, but do not receive a reward:

- [The hiring manager, for roles they hire for]
- [The talent, recruiting and HR team]
- [The leadership team: list the job titles]
- [Contractors and agency staff, unless we agree it in writing]

3. Who you can refer

Anyone outside [Company name] who fits an open role, or who you think would fit a future one. These referrals do not count for a reward:

- People who work for [Company name] now, as employees or contractors
- People who left [Company name] less than [6] months ago
- Candidates who applied, or were already in our hiring process, in the [6] months before your referral

If two people refer the same person, the first referral we receive counts. We go by the date and time on the referral form.

4. How to refer

- Ask the person first. Refer them only if they are happy to hear from us.
- Fill in the referral form at [link to your referral form]. Add their CV if you have it.
- Tell us how you know them and why they would do well here.
- Use one form per person. Please do not send CVs by email or chat.

5. What happens next

- [The talent team] looks at every referral within [5 working days].
- Referred candidates go through the same hiring steps as everyone else. A referral does not guarantee an interview or a job.
- We tell you when your referral moves to a new stage, and we tell you the outcome. We do not share interview feedback or the reasons for a decision.
- If you ask us to, we will not tell the candidate that you referred them.

6. Rewards

Role group	Reward (example)
[Entry-level roles, for example support and operations]	*[$250, or one extra day off]*
[Experienced roles]	*[$500]*
[Hard-to-fill roles: list them]	*[$1,000]*
[Part-time roles]	*[Half the amount for the same role group]*

The amounts above are examples only. The reward for a referral is the one in this table on the day we receive the referral form.

Rewards can be cash through payroll, extra time off or a gift. Cash rewards go through payroll and may be taxed like other pay. Gift cards may count as taxable pay too. [Check local law and confirm with your payroll provider.]

7. When the reward pays out

- The reward is due once the person you referred has worked here for [90] days.
- You and the person you referred must both still work for [Company name] on that day.
- We pay it in the next payroll run after that day. [Or: half on the start date and half after [90] days.]
- If the new hire leaves before the [90] days, no reward is due.
- [Company name] decides any question about who made a referral or whether a reward is due. [Name the role that decides.]

8. Fair hiring

Referrals help us find good people, but they can also make a team look more and more like the people already in it. So we keep advertising open roles in the usual places, and we judge every candidate, referred or not, against the same criteria. [Add your own equal opportunity statement.]

9. Changes and questions

[Company name] can change or end this program at any time. A change does not affect referrals we received before it. Questions about this policy: [Name, email address].

Approved by: _____ Job title: _____ Date: _____