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## **Employee Referral Scheme**

***Effective 1 June 2016***

The CareerBuilder EMEA Employee Referral Scheme is designed to reward employees for referring friends and acquaintances to CareerBuilder for employment.

### **Refer your friends and you will be Rewarded!**

Do you know someone who would be a great addition to the CareerBuilder team in EMEA? If so, we encourage you to submit their CV for consideration! If they are hired, you will find yourself rolling in the dough - **up to £/€1000**.

If you refer a full-time or a part-time employee, the referral bonus is **£/€1000**.

### **So I have a candidate - What do I do now?**

To refer someone to CareerBuilder, please complete the form below along with the CV of your referral and email it to [recruitment.emea@careerbuilder.com](mailto:recruitment.emea@careerbuilder.com). All referrals will be tracked (those hired as well as total referrals) and all qualified CV's will be forwarded to the hiring manager for review. Once a referral is received, the candidate will be contacted if they meet the requirements for the referred position or a future position. All referrals will remain active for a period of six (6) months from the date sent to [recruitment.emea@careerbuilder.com](mailto:recruitment.emea@careerbuilder.com)

### **How and when do I get my money?**

Employee referral payments are considered bonuses and are subject to all standard deductions, taxes, national insurance contributions and are paid as a separate check through CareerBuilder's standard payroll process.

£/€500 of the referral award bonus is payable on the pay date after the referral completes thirty (30) consecutive days of service with CareerBuilder based upon the payroll processing calendar. The additional £/€500 is payable after the employee completes their probation period.

### **Who is eligible?**

All CareerBuilder employees In EMEA are eligible to refer candidates, except Officers of the Company, members of CareerBuilder Board of Directors, Managing Directors, Vice Presidents, Sales Directors, and anyone with hiring authority over the referred candidates. Employees are ineligible to receive a referral bonus on any candidates who have contacted CareerBuilder about a position with the Company or submitted a CV/applied with the Company (whether directly or through an employment recruitment agency). Former employees (whose last day was within the past year) who are reapplying to the company are ineligible to be referred through the Employee Referral Scheme. Both the referring employee and the hired referral must be actively employed with CareerBuilder in order for the payment to be processed and paid. Bonuses are not earned until paid.

**To be eligible for a bonus, the CV with the form below must be emailed to [recruitment.emea@careerbuilder.com](mailto:recruitment.emea@careerbuilder.com) prior to the referral interviewing with the company.**



## Employee Referral Form

### Referral Guidelines

1. To refer a potential employee, please complete this form, along with a copy of the prospective candidate's CV, and email it to [recruitment.emea@careerbuilder.com](mailto:recruitment.emea@careerbuilder.com)
2. You are eligible for a referral bonus only when you refer external candidates.
3. If the candidate you refer is recruited, you will receive a referral bonus of £/€500 after the new employee has worked for CareerBuilder EMEA for 30 consecutive days. The additional £/€500 will be paid after the employee has completed their probation period.
4. Employees involved in the recruitment decision for a particular position are not eligible for referral bonuses for that position.
5. Only one referral bonus can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is recruited.

### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Referral Information

Candidate Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Position Referred For: \_\_\_\_\_

### For Human Resources Use Only

Date Received: \_\_\_\_\_ Interviewed? \_\_\_\_\_

Recruited? \_\_\_\_\_ Bonus Date: \_\_\_\_\_