

# @CompanyName Internal Referrals Policy

## Purpose

The purpose of this policy is to encourage employees to refer qualified candidates for job openings within our organization and to establish guidelines for internal referrals.

## Scope

This policy applies to all employees who are eligible to refer candidates for job openings within our organization.

## Guidelines

- Employees may refer individuals who they believe are qualified for job openings within our organization.
- Referrals must be submitted through our designated referral process and must include the name, contact information, and resume of the referred candidate.
- Referrals will be evaluated based on the same criteria as other job applicants, including skills, experience, education, and fit for the position.
- Referring employees may not be involved in the hiring process for the referred candidate, including interviewing, selecting, or making job offers.
- Referring employees may receive a referral bonus if the referred candidate is hired and meets the criteria for the referral bonus program, as established by our organization.

## Confidentiality

We recognize that referring employees may have personal relationships with the candidates they refer. We will maintain confidentiality throughout the hiring process and will not disclose the identity of referring employees to job applicants or other employees, unless required by law or with the referring employee's consent.

## Conclusion

We encourage our employees to refer qualified candidates for job openings within our organization. We have established guidelines for internal referrals to ensure fairness and consistency in our hiring process. We will maintain confidentiality throughout the hiring process and will reward employees who refer successful candidates through our referral bonus program.