

Employee Referral Bonus Program

Revision #:2 Effective: 01/01/2021

- I. **Summary:** In order to attract the most qualified candidates, BerryDunn encourages all employees to help identify talented potential hires. To recognize these recruiting efforts the firm will pay eligible employees a referral bonus based upon the level of the open position.
- II. **Person(s) Responsible:** Director of Recruiting, Recruiting Team
- III. **Policy/Procedure:**
 - a. *Policy:* Any eligible/active BerryDunn Employee may refer a candidate to a current open position. If the candidate is qualified and ultimately hired, the employee will receive a referral bonus* paid out in 2 increments. The first 50% after 90 days and the second after the candidate has been employed for one year. The BerryDunn employee must be an active employee to receive the bonus payment.
 - b. *Procedure:* The Director of Recruiting will administer the program, approve all referrals for payment and resolve any discrepancies.
 - i. All BerryDunn employees, except Principals, Senior Managers, Directors, Recruiting Team Members, and Hiring Managers with hiring authority over the referred candidates, are eligible for the referral bonus.
 - ii. All openings are eligible for referral with the exception of Per Diem, Contract, Sub-Contractor, Interns or Entry-level positions.
 - iii. The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
 - iv. To be eligible for an award, an employee must submit a referral to the Director of Recruiting with a candidate referral form and a resume.
 - v. Referrals should be made with an explanation of your relationship to the candidate with details of your direct knowledge of the individual's skills, experience and character.
 - vi. The first employee to refer a candidate will be the only referring employee eligible for payment.
 - vii. Only candidates who meet the essential qualifications for the position will be considered.
 - viii. All candidates will be evaluated for employment consistent with company policies and procedures.
 - ix. All information regarding the hiring decision will remain strictly confidential.

IV. Definitions: Referral Bonus Payout Schedule

Each open and approved requisition will be reviewed by the Director of Recruiting who will determine whether a referral bonus is warranted and, assuming so, assign a bonus amount. The assigned bonus amount will range from \$250 to \$10,000 based on requirements of the position, level of experience sought, and expected difficulty of locating qualified candidates. The assigned bonus amount will be communicated concurrent with the job posting.

V. Attachments:

- a. Employee Referral Form