



Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resources department.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Only one referral award 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 hired.

Employee Information

Employee Name:	Date:
Employee Title:	Department:
E-Mail Address:	Phone No:

Referral Information

Candidate Name:	E-Mail Address:
Phone No:	Position Referred For:

Employee Referral Program Policy

Scope

This Employee Referral Program applies to everyone who refers a candidate to Kulanu.

Policy

Kulanu will give out rewards to every referrer. If you know someone who you think would be a good fit for a position at Kulanu, feel free to refer them. If we end up hiring your referred candidate, you are eligible for a \$200 referral bonus.

Procedure

\$100 will be paid to the referrer after the new hire has been with Kulanu for three (3) months. An additional \$100 will be paid after the new employee has been with Kulanu for six (6) months. If two or more employees refer the same candidate, only the first referrer will receive the referral rewards. Referrers are still eligible for rewards even if a candidate is hired at a later time or gets hired for another position.

Who can participate in our employee referral program?

All employees are eligible to participate in our referral program except for:

- Senior management (CFO, Directors, and HR Director)
- Recruiters and hiring managers for positions for which they're hiring.

Who can be referred?

We have two conditions for candidates who can qualify you for our rewards. They should:

- Have not applied to our company for at least a year.
- Be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

You can reach out to Human Resources or Directors with referrals.

Generally, we encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

We reserve the right to abolish certain rewards if they prove ineffective or inefficient. We'll communicate any change clearly and timely. Employees who referred candidates before a reward was abolished will receive the appropriate reward.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.