

## Employee Referral Program

# C R A G G Y   R A N G E

— V I N E Y A R D S   L T D —

## EMPLOYEE REFERRAL PROGRAM GUIDELINES

### Who is Eligible?

All current, full time and part time regular employees are eligible for referral bonuses except for those employees in the Human Resources (HR) department, Managers and above, and the individuals who possess responsibility for filling a position.

### Who Qualifies as a Referral?

Once an eligible employee has identified a suitable candidate for a vacant position, he or she must complete a referral form and submit it along with the candidate's resume/application to the HR Manager.

Upon receipt of the referral form and resume/application, the form will be verified that no one else has referred this candidate for this position.

A referral is only valid for the originally submitted specific open position. Employees must submit specific referral forms and resume/applications to be eligible to receive a bonus for each different position.

A bonus will not be given to an employee for an applicant who has already been considered by the Company for the position.

Current casual or temporary employees cannot be referred as candidates for open positions under the Employee Referral Program, however current employees may apply or be referred for open positions as candidates.

Permanent full time vacancies will automatically be eligible for the referral program and others will be confirmed for eligibility at the time of advertising.

### How Do I Receive a Bonus?

You need to complete the referral form and submit this to the HR Manager within two (2) weeks of the position being advertised internally. If the person you submit is successful with their application, remains with the business for a continuous period of six (6) months and performs to expected standards within that timeframe, then you will be eligible to receive the referral bonus.

### What will I receive?

Each successful referral that meets all the criteria, with all correct paperwork completed will be given a gross \$750 bonus (gross). This bonus will be paid to the employee in the payroll after the criteria has been met and is subject to the relevant individual tax obligations.

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VINEYARDS LTD

## Employee Referral Form

Thank you for referring a candidate to Craggy Range. To be valid, this form must be submitted with a completed resume/application to the Human Resources Manager. To become eligible for a bonus, all information must be filled out completely.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Telephone: Home \_\_\_\_\_

Work \_\_\_\_\_

Position Applied for: \_\_\_\_\_

- 1) What job-related skills does your referral candidate possess that makes them a suitable candidate and qualified for the position at Craggy Range?
  
  
  
  
  
  
  
  
  
  
- 2) If hired, why do you believe that the person you are referring would be an asset to Craggy Range?

### Declaration:

- I have secured permission from the above candidate and submit this application for a position at Craggy Range.
- I have attached a current resume/cv.
- I have read the Employee Referral Guidelines and understand the requirements to receive a referral bonus.

\_\_\_\_\_  
Employee Name (Print)

### FOR HUMAN RESOURCES USE ONLY

Date Received: \_\_\_\_\_

Valid Referral: Y/N

Start Date: \_\_\_\_\_

Date for bonus to be paid: \_\_\_\_\_