



## Method External Candidate Referral Program Policy

### Policy brief & purpose

The Method External Candidate Referral Program Policy explains important aspects of the external candidate referral procedures. Method places great importance on referrals as the business trusts and respects those who refer candidates to the business. Method wants to make this process as smooth as possible for all employees and external referrers and those who they refer.

### Scope

This External Candidate Referral Program Policy applies to people who refer candidates to Method.

### Policy elements

#### What is an External Candidate Referral Bonus?

Method rewards a cash referral bonus to referrals of candidates from external networks. If Method place the referred candidate in a role, the external referrer is eligible for the following tiered structure:

##### Permanent

- Up to \$1000 referral bonus for candidates placed on a package of \$150k upwards
- Up to \$500 referral bonus for candidates placed on a package of between \$100k - \$149k
- Up to \$250 referral bonus for candidates placed on a package of up to \$99k

##### Contract

- Up to \$500 referral bonus for candidates placed on a contract with a margin on or greater than \$600 per week
- Up to \$250 referral bonus for candidates placed on a contract with a margin less than \$600 per week

##### Additional rules for rewards:

- Rewards will be paid out up to one month of the referred candidates start date, and continuous employment from their commencement.
- Out of Pocket Clause: The referral fee will only be paid to the referrer upon full payment collection from the client. Payment reconciliation will occur monthly. If payment is not received from the referred client, no referral fee will be owed or paid to the referrer



- Referrals must be emailed direct to the Recruitment Consultant, must have an updated CV attached (including mobile and email contact details) and must have a confirmation of interest in the role and company from the candidate.
- The referrer must be contactable via phone
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- If two or more people refer the same candidate, only the first referrer will receive the referral rewards.
- Referrers are still eligible for rewards if a candidate is hired later or gets hired for another position within 12 months.

Additional requirements for Method Recruitment Consultants:

- The Recruitment Consultant must gain email approval from their Manager at interview stage to ensure qualification and forecasting of the most appropriate rewards tier.
- The Recruitment Consultant must email support@methodrecruitment.com.au when the placement is made and CC their Manager.
- The referral bonus amount paid to the external referrer will be subtracted from the Recruitment Consultant's monthly billings as a cost.

### Who can participate in our Employee and External Candidate Referral Program?

Anyone not employed at Method can participate in our External Candidate Referral program.

### Who can be referred?

Method has conditions for candidates to qualify for our employee and external referral rewards. They should:

- Have not applied to Method or the hiring company before.
- Have not been referred to Method or the hiring company before.
- Have not been hired as a permanent full-time, part-time, casual or contract employee at the hiring company or Method previously.
- Not already on the Bullhorn database

Method may change the referral bonus program over time. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. Method will communicate such changes clearly and timely. Employees who referred candidates before a reward was abolished will still receive the appropriate reward.

Method would like to remind referrers 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.