



## **Method External Candidate Referral Program Terms and Conditions**

Please read these terms and conditions ("Terms") carefully before participating in the Method External Candidate Referral Program ("Program"). By referring a candidate to Method, you agree to be bound by these Terms.

### **1. Terms and Conditions brief & purpose**

The Method External Candidate Referral Program Terms and Conditions 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.

### **2. Scope**

This External Candidate Referral Program Terms and Conditions applies to people who refer candidates to Method.

#### **3.1 Description of the Method External Candidate Referral Program**

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 rewards based on a tiered structure.

#### **3.2 Reward tier**

##### **Permanent Referrals**

- Up to \$1000 referral bonus for candidates placed for senior candidates
- Up to \$500 referral bonus for candidates placed on mid level candidates
- Up to \$250 referral bonus for candidates placed on Junior candidates (under \$100k)

##### **Contract Referrals**

- Up to \$500 referral bonus for candidates placed on a senior level contract
- Up to \$250 referral bonus for candidates placed on a junior to mid level contract

#### **3.3 Modification of Rewards Tier Structure**

The tiered structure for the referral bonus is subject to the sole discretion of Method and may be changed or updated at any time without prior notice.



## 4. Terms and Conditions

### 4.1 Program Conditions and requirements

- 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 directly to the Recruitment Consultant, [info@methodrecruitment.com.au](mailto:info@methodrecruitment.com.au) or submitted through the refer a friend page <https://methodrecruitment.com.au/refer-a-friend/>
- Referrals must include a full name, current job title and company and a mobile number.
- The referrer must have permission from the referee that they are providing details to Method.
- 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.
- Please email [support@methodrecruitment.com.au](mailto:support@methodrecruitment.com.au) and CC your Recruitment Consultant when these referrals are due, the Recruitment Consultant will manage this process.

### 4.2 Program Qualification Conditions

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

## 5. Eligibility

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

## 6. Modification of Program

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.