



# Recruitment Referral Bonus

## Terms and Conditions

iMarketing recognizes that our current loyal staff members are our best recruiters and encourages them to refer potential candidates in their networks to work for us.

### Policy

iMarketing will provide a referral bonus to eligible employees who introduce us to eligible candidates who are hired and complete six (6) months of continuous service, which includes a successful completion of a three (3) months' probation, plus additional three (3) months of employment.

Eligible candidates are those who (a) have not previously worked for iMarketing or interviewed for a position with the organization in the last year. (i.e. a referral eligible for potential recruitment bonus must represent the candidate's initial contact with iMarketing) or (b) former iMarketing employees that have come back but must have been gone for a year.

Employees who are eligible for a recruitment referral bonus are those who are:

- a) Currently employed at iMarketing at the time of referring a candidate for employment.
- b) Still active with iMarketing at the time the recruitment referral bonus is payable.
- c) Not members of the Management Team, Senior Leadership Team or Recruitment Team.

Employees eligible for a recruitment bonus will receive an amount that is pro-rated according to the amount of work the referred new worker provides to iMarketing as averaged out over the six months of employment:

a) For full and part-time employees:

35-40 hours \$1000  
(\$500 paid after 3 months, an additional \$500 at 6 months)

28-35 hours \$750  
(\$375 paid after 3 months, an additional \$375 at 6 months)

20-27 hours \$500  
(\$250 paid after 3 months, an additional \$250 at 6 months)

b) Active hours worked will be averaged over a period of the first three months of continuous service for the first bonus payment, and again for the second period of three months, excluding vacation or approved time off.



## **Procedures**

### **Employee**

To refer a candidate for potential employment, complete Form: Recruitment Referral Bonus Form online at <https://imarketingsolutionsgroup.com/referral/> along with the prospective candidate's resumé.

Please ensure that your referral applies to the appropriate Job Description on the iMarketing website Careers page: <https://imarketingsolutionsgroup.com/careers/>

### **Recruitment Team**

1. Receive Form: *Recruitment Referral Bonus Form* and resume of the prospective candidate, check Vista for any previous contact from the individual and proceed through hiring process steps.
2. Acknowledge via e-mail when an employee refers a candidate to iMarketing if the candidate is hired or not hired.
3. Track Recruitment Bonus data.
4. Upon completion of continuous 3 months of service, the Recruitment team sends the completed *Recruitment Referral Bonus Form* to Payroll.
5. Upon completion of continuous 6 months of service, the Recruitment team sends the completed *Recruitment Referral Bonus Form* to Payroll

### **Payroll**

1. Receive *Recruitment Referral Bonus Form* after completion of three months of service from the Recruitment Team, and again at six months if applicable.
2. Calculate average hours of the referred employee for first three months of employment, and again at six months if applicable.
3. Add appropriate amount of Referral Bonus pay to regular employee paycheque, and inform the direct supervisor of the payout.