

Employee Referral Scheme

J & E Hall International

OVERVIEW

Working within J & E Hall gives you an exclusive and valuable insight into what we look for in our people. We believe that you can help us to identify future talent for J & E Hall as you already understand what it takes to be successful within our business.

New Introductions can be family members, friends or even former colleagues (providing they have not left J & E Hall within the last 12 months).

The scheme is open to all employees with the exception of the Executive Team, this is further explained in the Q&A section below.

YOU CAN CHOOSE A REWARD!

We want to reward you for helping us to recruit a great person into the team, and you can choose from the following three rewards:

1. A bonus paid via payroll
2. A contribution paid into your pension
3. An additional weeks holiday

If you choose the bonus paid via payroll you will firstly receive a referral payment of £500 once they start with the business. If your referral stays in employment for at least six months, and passes their probation period, you will receive a further referral payment of £500. If your referral is for a mobile service engineer or technician in our Applied Service Division, and they stay in our employment for at least 12 months, you will receive a further referral payment of £1000. These payments will be paid via payroll and are subject to tax and National Insurance Contributions,

If you choose for a contribution to be paid into your pension, it will be paid in the same timescales, and of equal value to the payroll bonus described above and paid directly into your Scottish Widows Pension Plan. These payments will be tax and NI free.

Or, you can choose to have an additional week's paid holiday. This will be added to your entitlement once the employee starts with the business and will need to be taken in conjunction with our current holiday rules.

In all cases Referrals for part time roles will be pro-rata.

HOW DOES IT WORK?

If you see a vacancy and have someone in mind who you think would help make J & E Hall more successful then:

1. Talk to them and see if they are interested in a role at J & E Hall. Make sure you're honest with them about what working here is like.
2. If they are interested then get a copy of their CV.
3. Get a copy of the Employee referral form and fill it out.
4. E-Mail the Employee referral form, and the persons CV to JEHRecruitment@JEHall.co.uk

For more information on the vacancies that we have please visit <http://www.jehall.com/careers>

WHAT HAPPENS NEXT?

We will send you an acknowledgment of the referral and confirm whether the CV has been already received or not. Then we'll review it along with the hiring manager to see if they fit the bill. If they do we'll invite them in and follow our normal recruitment procedure.

CVs will be kept on file for three months. If you want your referral to be considered for vacancies after the 3 month period has expired, please re-submit the CV for the specific vacancy you wish them to be considered for.



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FAQ's

Q. How many people can I refer?

A. There is no limit! We are interested in hearing about as many people as possible who are suitable for our vacancies.

Q. What happens if I refer someone for one position and they are offered a different position more suited to their skills?

A. You will be paid the referral payment if your referral is offered any permanent position within J & E Hall.

Q. If I refer someone for a vacancy within my own team, am I eligible for a referral payment?

A. You will be eligible for a payment provided:

- You are not the line manager or the line manager's manager of the vacancy
- You are impartial to every stage of the recruitment and selection process for that vacancy
- You must not form any part of the decision making process for the referred individual.

Q. I'm unsure of the person's suitability, if they end up being a poor performer will it reflect badly on me?

A. Our selection process and screening tools enable Recruiting Managers to make a judgement on a candidate's suitability. No referees will be held accountable for a referral's performance.

Q. Will the referral payment only be paid for full-time roles?

A. Referral payments will be paid for full and part-time roles. The referral amount paid will be based on the number of contracted hours worked by the referred employee.

EXAMPLE A successful referral for a role working 20 hours a week would receive a total payment of £500 (2 x payments of £250) (50% if the normal working week is 40 hours)

Q. I made a referral and am now leaving the business. Will I still get my payment?

A. Referral payments will only be made to if you are still employed by J & E Hall at the time of payment. The scheme is only open to permanent employees so no outstanding payment will be processed if you are no longer with the business.

Q. How long can a candidate be kept on hold before they are no longer considered a referral?

A. The CV and referrer details will be held for three months. If the referral is placed after the three month period, no payment will be made unless the candidate is already in the process for a live vacancy.

Q. I have referred someone and was told that their CV has already been submitted. Am I eligible for a payment?

A. Your referral details will be logged if you are the first source to provide the CV. If the CV has already been received through a direct application, another employee or through a Recruitment Agency your referral will not be valid.

Q. I have referred someone for an apprenticeship or the graduate scheme, am I eligible for a payment?

A. No payments are made for students placed into an apprenticeship or the graduate scheme.

Q. I forgot that we had this scheme and referred someone that was hired, can I claim a referral fee now?

A. Referral payments will only be made if you apply for the referral scheme before they are hired.

Q. Can I change the benefit I receive for referring someone?

A. You can change the type of benefit you receive up until the time the referral starts with us, but you must ensure that you inform the HR team before this time. Once the person has started the benefit cannot be altered.

Q. Not all rewards are of equal value, is that fair?

A. We've listened to feedback that you would like more choice when it comes to the reward, and everyone values things differently, so although not the same monetary value for everyone, you can choose the one that is best for you.

If you have any comments or questions, you can email the HR team at: JEHRecruitment@JEHall.co.uk

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EMPLOYEE REFERRAL SCHEME APPLICATION FORM

Date of application:	
Your Name:	
Your contact e-mail:	
Vacancy you are referring someone for:	
Candidates Name:	
Candidates contact details: Phone	
E-Mail	
Your Relationship to candidate:	
Why would the candidate be a good fit for J & E Hall?	
Confirm you have attached the candidates CV to this form:	YES / NO
Which referral payment you would like to receive	Salary Payments Pension Payment Extra Holiday

For J & E Hall Use Only

Check employee making recommendation is eligible for referral reward:	Yes/No
Employee referral acknowledged to submitter:	Yes/No
Date referred candidate is due to commence employment:	
First payment £500.00 (paid via payroll & subject to statutory deductions) to be paid on commencement of employment of referred candidate:	Due Date:
Second payment £500.00 (paid via payroll & subject to statutory deductions) to be paid when referred candidate has successfully completed six months service with the Company:	Due Date:

AUTHORISATION:	
	HR Advisor
	Senior Manager - HR