

Recruitment referral gift scheme policy

Effective from 01 January 2015 to 31 December 2015

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1. Purpose

The purpose of this policy is to explain the sjb medical recruitment referral process, and the associated gift scheme.

2. Definition

The sjb “recruitment referral scheme” is a process whereby any sjb candidate can recommend someone to sjb for recruitment with any of our client organisations. If the person that is recommended is subsequently recruited, a £250 John Lewis voucher will be offered to the referring person. The sjb recruitment referral scheme is separate and mutually exclusive from hiring organisation referral schemes.

3. Exemptions

Recommendations of the following will not be accepted:

- Any person who has worked for the client organisation in the past 12 months
- Any person who has previously been placed in the client organisation by an employment agency not limited to sjb in the 12 months prior to referral date
- Any person who has made an application which has been received by sjb prior to the referral

In addition, a referral gift will not be offered for:

- Any person who is offered a job by the client organisation, but declines the offer
- Any person who starts work with the organisation but proves to be unsatisfactory during the first 3 months of employment

4. Process for referral

A candidate can refer an individual to the organisation for a specific vacancy which has been advertised, or as a speculative application.

To make a referral the candidate should write to sjb outlining the skills and abilities of the referred individual, and with a copy of the CV of the individual. The sjb recruitment team will then write back to the referrer informing him/her whether or not the referral is to be pursued. Eligibility for referral bonus will rely on the referring individual being named on the referred candidate’s application form.

If the referred individual is invited for assessment or interview the referring individual will not be informed of the outcome of any interview/assessment until a final decision on whether or not to recruit has been made, and the individual concerned has been informed.

5. Referral gift

The referral incentive will be gifted after the referred individual has completed three full months with the client organisation, and the organisation confirms that the individual has performed to a satisfactory standard and will remain with the organisation. The monetary (cash) value of the sjb medical referral gift is 0.01 GB pence.

The referral gift will be delivered in the next monthly procurement run, after the successful completion of the first month of employment has been confirmed. It is the responsibility of the recipient to declare referral gift(s) as a benefit for tax and national insurance purposes. sjb take no responsibility for any implications of referral gift(s) on recipients tax and national insurance calculation or contributions.

The gift offer will consist as follows:

- Referral for permanent or sessional employee £250 (GBP) in John Lewis vouchers- all roles
- Referral for permanent employee **Registered Medical Practitioner - Doctor** £250 (GBP) in John Lewis vouchers
- Referral for permanent employee during promotional period £250 (GBP) John Lewis vouchers.

If two candidates successfully refer the same individual the referral gift will be offered to the named person whose referral was detailed on the referred individual's application form. If two referring individuals are named on the application form then any referral gift will be split equally in value between the referring parties. Only one referral gift will be offered in relation to each placed candidate.

6. Misleading referrals

If a candidate knowingly refers an individual who is legally barred from working within the client organisation (for example, because the individual does not have the right to work in the UK) this will be seen as attempting to mislead sjb. This may be seen as gross misconduct which may result in the permanent exclusion of that candidate from future dealings with sjb.

7. Disputes over referrals

If there is any dispute over a referral this should be sent in writing to the sjb medical recruitment manager. The recruitment manager will investigate the situation and will reply in writing to the referring individual. The recruitment manager's decision on whether to offer a referral gift is final.

8. Removal of the recruitment referral gift offer

The right to a referral gift is not a contractual agreement between candidate and sjb medical. sjb medical reserves the right to remove or make amends to the recruitment referral gift offer at any time and will give one months' notice of the intention to do this via email to existing registered candidates. The notice will also be placed on the sjb website.