

DATE: August 31, 2019
FROM: HR Department
TO: All TCLS Mortgage Employees
SUBJECT: Employee Referral Program

Memorandum #011-2019

We are pleased to announce a new employee referral program. Research has shown that new hires who come into a company through employee referrals are excellent contributors and great addition to our organization. If you know someone who can be a great addition to our company, you are welcome to join the Employee Referral Program.

Employee Referral Program Incentives

Given After Passing the Manager Interview (Hired or not hired):

- Php 500.00 for every one (1) referral with underwriting experience of at least one (1) year
- Php 500.00 for every two (2) referrals with US Mortgage experience of at least one (1) year

**Interview Process:*

1. HR Interview
2. Manager Interview
3. Final Interview

Given on the 6th Month of the New Hire:

- Category A : Php 7,500.00
 - Executive positions
 - Positions of higher job complexity and responsibility – to be determined upon acknowledgement of the referral
- Category B : Php 5,000.00
 - Rank and File positions

Guidelines

1. Employees can refer potential candidates for existing job openings and/or future job openings.
2. Employees may still refer those who do not have US mortgage or underwriting experience (fresh graduate, career change, etc). HR will determine if the employee referral meets minimum qualifications for the submitted job.
3. All referrals must be submitted through the Employee Referral Form ([link](#)).
4. The referring employee/referred candidate must send the CV/resume to HR through email for initial evaluation. Referrals without resume/CV will not be acknowledged.
5. HR will establish a goal, i.e. 1-2 business days upon acknowledgement of application, in which the candidate will be contacted and potentially phone screened. The referring employee is advised by HR that contact was made.
6. If an employee referral is not selected for the job but later hired for another position, the referring employee will become eligible for the employee referral incentive in place at the time of the acknowledgement of the referral.
7. A referring employee who is no longer an employee at the time the incentive/s are paid will not be eligible for said incentive/s.
8. The company reserves the right to change or terminate the Employee Referral Program.
9. Employee Referral Program will take effect immediately and remain until further notice.

Should you need any further information, please do not hesitate to contact the HR Department.