

EVENSTAR SDN BHD

CANDIDATE REFERRAL PROGRAM

Policy Guidelines

Coverage/Description

The Employee Referral Program is an incentive scheme that encourages the network of contacts to recommend new candidates into the organisation. For every profiled candidate recommendation that results in a placement, an incentive will be paid to the referrer in the pay period following the collection of the placement fees from the client firm.

Objectives

To build our recruitment pipeline. As our business evolves and becomes more complex, we need your help to source the right people for our organisation and our clients.

To build our practice. We want you to play an active role in the growth of Evenstar.

Benefits

1. Given the complexity and scarcity of the skill sets that we actively look for in the IT industry for our clients, the referral scheme will help build our recruitment pipeline. This scheme will not replace our existing recruitment avenues; instead, it will work in partnership with our current sources.
2. Our referees will benefit if their recommendation meets the position requirements.
3. Instant work relationships will assist us to close off the open positions in the organisation much faster. Having a friend who recommends the job will help eliminate some of the teething problems experienced when trying to persuade a friend to join a new company. In the same fashion, the referrer will gain instantaneous coach/counsellor experience.
4. Helps build synergy and teamwork within the organisation. All referees who recommend successful candidates will feel a responsibility towards making the referrals feel a part of the team.

Payments and Award

Evenstar Sdn Bhd will reward the Referee with an incentive award for every placement made as a result of a referral. The incentive bonus will be paid to the Referee in the pay period following the full collection of the placement fees from the client firm typically after forty-five (45) days after the candidate joins.

For **permanent** placements, the referral awards will be based on ten percent (10%) of Evenstar's total billing amount. The referral payout for **contract hires** will be based on three percent (3%) of contractor's monthly salary calculated up to a maximum of RM500/- (Ringgit Malaysia: Five Hundred Only) per successful referral and paid in local currency (MYR).

Referral Procedure

Referrals should be made to the Managing Consultant by submitting the candidate's resume together with their contact details through email. A summary of the candidate's experience should be provided together stating the position for which the candidate is being submitted for and their preferred work location. It will be the responsibility of the Referee to determine the suitability of the referral and to follow-up with each referral.

Restrictions

The referee will not be eligible for an incentive award under the Referral Program if:

- There has been a prior referral of the same candidate by an employee of Evenstar.
- The candidate's profile is already in Evenstar's database.
- The candidate was initially referred by an employment agency, responded to an advertisement or submitted a resume directly to the Firm.
- The candidate is a recent college or business school graduate. (without experience after the last degree pursued).
- The referee and or the referral are still connected with the Firm – Six months after the hire date of the referee.
- Evenstar employees specifically in charge with recruiting responsibility are not eligible for an incentive award (unless specified in the contract terms). Final decisions concerning the program and its administration are the responsibility of the Managing Consultant.

Recruiting Contact

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