



KUMARAGURU COLLEGE OF TECHNOLOGY

Employee Referral Policy

Policy Statement

Policy Guidelines for Employment Referral Program for staff on full time and part-time regular employment.

Reason for Policy/Purpose

This policy provides guidelines and procedures for an employee referral program to supplement a department's recruiting effort for hard-to-fill and high-demand vacant staff positions.

Scope

This policy is extended only to academic staff and academic support staff working in KCT

Eligibility

Following criteria must be met to receive an employee referral award:

- **Employee Eligibility**

- Employees must be on roles of KCT while referring a candidate.
- Temporary, contract and former employees of KCT are not eligible under this policy

- **Candidate Eligibility**

- Must be external to KCT
- Candidates must not have applied previously three years before.
- Candidates must meet the required qualifications for the vacant positions.
- Candidates must undergo the recruitment & selection process for the vacant position.
- Candidates must accept an offer for full-time employment and must be employed by KCT in that position for twelve continuous months following the norms of the department and the institute.
- KCT reserves the rights to reject or accept any candidate depending on candidate's merit.



Submitting a Referral

- To participate in this program, KCT employee must complete the [Referral Form & Guidelines.docx](#) for each referral and send it to hr@kct.ac.in on or before the last date of receiving applications.
- Employees must not make commitments or oral promises of employment to the person whom they refer.

Process

- A mail will be sent to all the departments regarding the vacancies and requesting for referrals.
- [Referral forms](#) can be downloaded or obtained from HR.
- Filled forms with the resumes attached must be sent to HR.
- Eligibility of the candidate is checked and shortlisted
- Short listed candidates will be called for the selection process
- Selected candidates, resume with referral details will be submitted to Joint Correspondent for approval

Referral Award

- Referral award will be paid to the employee only if he/she is active in the pay rolls of KCT at the time of payment of award.
- Referral award will be paid in two installments.
- In the event of a candidate being referred by more than one employee, the employee who has referred the candidate by submitting the [Referral forms](#) first to KCT HR Manager will receive the referral award
- Referral award will be paid in two installments. 30% of Gross pay of candidate per month will be paid after the candidate completes 3 months of service only and the remaining 70% of Gross pay of candidate per month will be paid after the candidate completes 12 months of service only. In case the candidate leaves before 3 months the referral award of 30% will not be paid similarly the referred candidate leaves the organization before completing 12 months of service, referral award of balance 70% of gross salary will not be paid.
- All referral awards are subject to tax.



Teaching

Referred candidate Designation	Referral Award	1st Installment(30% of Gross pay of candidate /month)	2nd Installment(70% of Gross pay of candidate /month)
Principal, Professor, HOD/ASP/Sr.ASP/A P level	1 month Gross Salary of the referred candidate per month	After completion of 3 months on service	After completion of 12months on service

Program Revisions

- Management may change or revise the program, including the eligibility criteria and award amount, or terminate the program, at any time, at its discretion.

Related Forms

KCT [Referral Form & Guidelines.docx](#)



Referral Guidelines

1. To refer a potential employee, below Employee referral form is to be filled and returned with a copy of the prospective candidate's resume to the Human Resource department.
2. The KCT employee, who is referring a candidate for a particular position must be an active employee on the KCT payroll when referral is made.
3. Temporary, contract and former employees of KCT are not eligible candidates for referral awards under this policy.
4. Employees are eligible for a referral award only when an external candidate is referred.
5. No referral award would be paid, if a candidate has previously applied on-line or otherwise.
6. Only one referral award will be paid per candidate. If a candidate is referred by more than one employee, the first referral received by HR will be the one rewarded.
7. Referral award will be paid in two installments. 30% of Gross pay of candidate per month will be paid after the candidate completes 3 months of service only and the remaining 70% of Gross pay of candidate per month will be paid after the candidate completes 12 months of service only. In case the candidate leaves before 3 months the referral award of 30% will not be paid similarly the referred candidate leaves the organization before completing 12 months of service, referral award of balance 70% of gross salary will not be paid. When a referred candidate is hired.
8. Employees must not make commitments or oral promises of employment to the person whom they refer.
9. Any disputes or interpretations of the program will be handled through KCT Human Resource Department.
10. All information regarding the hiring decision will remain strictly confidential.

Employee Referral Form

Employee Information	
Employee Name	
Employee Code	
Department	
Designation	
Email	
Mobile Number	
Referral Information	
Candidate Name	
Department applying for	
Candidate email	
Candidate mobile number	
Position referred for	
For Human Resource Department only	
Date	
Interviewed Y/N	
Hired - Y/N	
Award Total Amount	
Date(Installment 1)	
Date (Installment 2)	
Approved by – HR	
Approved by – Principal	
Approved by – JC	

For any questions regarding this form, please contact KCT HR department at extension 1430 or 1131. You can also reach by email at hr@kct.ac.in