

# REFER A FRIEND

INTERNAL REFERRAL PROCEDURE IN A FEW WORDS

## Refer a friend using the form bellow



### REFERRAL FORM

Employees referrals are one of the most efficient recruiting strategies in **rinf.tech**. They are essential for acquiring new talents and building an incredible team. That is why we encourage every employee to become a **Talent Scout** and attract top talent from their peer networks to work for the company.



## Conditions

### INTERNAL REFERRAL POLICY:

The referral program is available only for open positions in Romania:

- Bucharest, Timisoara, Cluj & Iasi Delivery Centers



## How it works

### IT'S REALLY SIMPLE!

One of our Talent Acquisition Consultants will contact your friend and involve the candidate in the company's ongoing recruitment processes, according to **rinf.tech** priorities and candidates' options. If there aren't any viable options at that point, the referral will be considered your recommendation for 3 months.



## What's in it for you

### REFERRAL BONUS AMOUNT FULL TIME EMPLOYEES

Every good deed comes with a reward, and after the trial period for each friend you referred, you get a bonus:

- **100** euros net for all seniorities of **non-IT** professionals
- **1000** euros net for **junior**-level referrals (full-time employees, CIM contracts)
- **3000** euros net for **middle**, **senior** and **expert** level referrals (full-time employees, CIM contracts)



### REFERRAL BONUS AMOUNT B2B COLLABORATORS

- **100** euros net for all seniorities of **non-IT** collaborators
- **500** euros net for junior-level referrals (collaborators)
- **1000** euros net for middle, senior and expert level referrals (collaborators)

**Don't hesitate to contact HRBP/TA for any other clarifications.**

# GENERAL PROCEDURE

CONDITIONS MAY APPLY.  
READ THE PROCEDURE FOR ALL THE OTHER DETAILS.

Our **Employee Referral Program Policy** explains essential aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what's best for our company. We want to make this process as smooth as possible for our employees and those whom they refer.

Each **rinf.tech** employee is empowered to become a brand advocate and attract top talent from their peer networks to work for the company.

## Eligibility

This Employee Referral Program Policy applies to all employees who refer a candidate for an open position in Romania.



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## 1. General Procedure

- This Procedure applies to all seniority degrees, excepting internships/academy programs
- The degree of seniority is established after the internal technical evaluation during the recruitment process.
- There will be no discrimination based on biases (nationality, race, gender, identity, beliefs etc.)

### 1.1 Conditions:

- The recommendation is considered internal referral:
- If the candidate is not yet in an active recruitment process at the time of referral and has not been involved in one within the last two months.
- A candidate is considered a referral for 3 months after he is referred.
- Not every location may qualify for the referral program (for the moment, we are open to referrals from all **rinf.tech**'s employees from Romania).
- Suppose a person is recommended by 2 or more **rinf.tech** employees in a 3 months span, the bonus will be given to the person who made the first referral. If the period is longer than 3 months, the most recent recommendation will receive the bonus.

### 1.2 Beneficiaries:

The Internal Referral Program is open to all **rinf.tech** employees.



#### Exceptions:

- People from the Talent Acquisition team
- Board Members

### 1.3 Process Owners:

- The Talent Acquisition Department owns all the referral processes.
- All the referrals must be uploaded in this **FORM**.
- After the referral receipt, a TA representative will keep the colleague who made the recommendation up to date with the recruitment process status.
- Candidates coming from the internal referral process will be contacted & involved in the company's ongoing Recruitment process, according to **rinf.tech** priorities and candidates' opinions.

## 1.4 Payment details:

- The Referral bonus is paid after the 3rd month after the employment date, only if the two people (the colleague that made the recommendation and the referral) have an active labour contract (not suspended; not in the notice period).
- The equivalent referral bonus is paid in RON together with the employee's salary, in the same bank account, in the 4th month after the start date.

## 1.5 Exceptions:

In some specific situations (niche profile/technology) and considering the project profitability, **rinf.tech** can launch precise referral campaigns. The amount of bonus will always be mentioned in advance in the referral campaign.

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## 2. IT Internal Referrals

### Definition:

IT Internal Referrals represents all RINF TECH employees' technical referrals: developer, QA, technical consultants, technical business consultants, technical delivery managers, technical team leaders, technical directors.

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## 3. Support Functions referrals

### Definition

Non-IT recommendations include all the referrals that are made for the support functions in the company as: accountant, recruiter, HR specialist and so on.

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## 4. Guideline for a successful referral

- Upload a referral using this: → [FORM](#)
- Make sure the person you're recommending mentions from the beginning that you told them about **rinf.tech**'s open position.



**Don't hesitate to contact your HRBP for any other clarifications.**