

Candidate Referral Policy

Introduction

Catch values the contributions and insights of individuals who refer qualified candidates for employment opportunities. This Candidate Referral Policy outlines the guidelines and procedures for referring candidates and the corresponding incentives for successful referrals.

Eligibility

- a. Any individual can refer candidates.
- b. Referred individuals cannot already be in the interview process with Catch.

Referral Process

- a. Referrals must be submitted through our designated referral channel, such as our email platform. Amy@catchrecruit.co.za
- b. Referral submissions should include the candidate's full name, contact information, and relevant details about their qualifications and experience.
- c. Multiple referrals for the same candidate will be considered as a single referral, with the initial referrer receiving credit.

Candidate Evaluation and Selection

- a. Referred candidates will go through the same evaluation and selection process as other applicants.
- b. Catch reserves the right to accept or reject a referral based on the candidate's qualifications and suitability for available positions.
- c. Referrals do not guarantee employment or interview opportunities.

Referral Incentives

- a. Incentives will be provided to individuals who refer successful candidates.
- b. The specific incentive details, such as the amount or nature of the incentive, will be communicated separately and may vary based on the position, level, or urgency of the role.

Confidentiality and Data Protection

- a. Catch respects the privacy and confidentiality of both the referred candidates and the referrers.
- b. Referral information, including the identity of the referrer, will be treated with utmost confidentiality to the extent allowed by law.

Communication and Feedback

- a. Catch will acknowledge receipt of each referral and communicate the outcome to the referrer.
- b. If a referral is successful and the candidate is hired, Catch will notify the referrer of the outcome and provide details regarding the incentive.
- c. Feedback on the referral process, including any concerns or suggestions, is welcome and should be directed to email address – lizl@catchrecruit.co.za

Policy Updates

- a. Catch reserves the right to modify, amend, or terminate the Candidate Referral Policy at any time, with or without prior notice.
- b. Updated policy information will be communicated to all potential referrers through appropriate channels.

By participating in the candidate referral process, referrers agree to comply with this policy and any associated guidelines or procedures. Our company appreciates the support and engagement of referrers in helping us identify top talent for our clients.

Last Revised:30 June 2023