

Employee Referral Program



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Purpose:

To source new individuals and improve retention of existing employees at Saskatoon Co-op.

Process:

If an employee knows an individual who may be a good fit for employment with Saskatoon Co-op, that employee is to completely fill out a referral form and send to HR along with the candidates resume and application form. The potential candidate is also required to sign the referral form. If the candidate is offered employment with Saskatoon Co-op, the individual will be eligible for the following rewards:

1. Upon the individual being hired, a \$50 gift card or cash to be given to the employee that made the referral.
2. After completion of probation (45 days for FT employees and 260 hours for PT employees), the employee that made the referral will receive a \$100 gift card or cash.

The total cost of the program is \$150 per referral if the referral passes probation. This program is available to all non-management Saskatoon Co-op employees. Employees must be actively working with Saskatoon Co-op to receive their referral reward. There will be a roll out of the program to all employees that includes posters/forms for all locations, a description of the program and a form to be added to our payroll sign on, as well as a brief discussion of the program in Seminar #20 – Understanding Saskatoon Co-op.

Tracking for the program will be done on a separate spreadsheet attached to the Training spreadsheet. When a referral is sent to HR it is to be recorded by name of candidate, date, employee that referred the candidate, position referred to, hire date.

The Employee Referral Program is not designed to work alone to improve retention, it is intended as one piece of the puzzle. Managers must still make a daily effort to improve retention in their department. Also, the success of this program demands that probationary reviews are done constructively, on time, and that start dates of new employees are relayed immediately to HR once determined.

