

Logo

Description automatically generated

[Company Name] Staff   
Referral & Reward Program

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**Today is the day you can start earning extra cash just by referring [company name] to your network.**

We are launching our new employee referral and reward app, Care Friends**. Be sure to have your personal mobile phone ready to download the app.** Care Friends makes referring our jobs with your network **super simple** and **rewarding**.

**Launch Day: TODAY!**

**Location: XXXXX**

**Time: 9.30am**

**Keep an eye out for your text invite**

**How will we reward you?**

Just for downloading the app, we will reward you with **XX** points. Simply start sharing jobs with your network and see your points grow. Make sure to share jobs with **quality referrals,** as for each step in the recruitment process they successfully complete, you get more points.

**1 point is worth $1!**

|  |  |
| --- | --- |
| Action | Points |
| Download and register for the app | XX |
| Share a job | 1 |
| Your referral applies | XX |
| Your referral has a successful interview | XX |
| Your referral completes their first day on the job | XX |
| BONUS if your referral is NEW to the care sector | XX |
| Your referral reaches XX months of employment | XX |

Once you reach XX points, you can choose to cash in these points and the value of the points will be added to your next pay (minus any applicable taxes or deductions).

**Extra rewards!**

We will also use Care Friends to give out rewards that are not referral-related. For example, our employee-of-the-month reward will now be paid out via Care Friends and our managers can give you extra points for excellent work. So that excellent feedback you recently received from one of your residents, could easily turn into extra cash. These are the categories for which we give out bonus points:

|  |  |
| --- | --- |
| Action | Points |
| Excellent client feedback | xx |
| Going over and above | xx |
| Taking on a last-minute shift | xx |
| Helping a colleague in need | xx |
| Other, up to manager discretion | xx |
| Employee of the month | xx |

**How to download the app?**

1. Watch out for a text message invite on your mobile
2. OR download the app through your app store
3. OR scan this QR code ---------------------------------------------🡪

**Some rules**

* No internal referrals
* The referral must be qualified and eligible for the role
* If a candidate is ineligible, awarded points may be deducted
* The referral must live within a reasonable commutable distance to the job
* Must not have applied for a role with us in the past 6 months
* You can choose to cash-in your points once you reach XX points

**More info?**

Talk to your local Care Friends champion (there is one at each location) or your manager for more info. You can view all the scheme rules from within the app as well.