

Logo

Description automatically generated

[Company Name] Staff   
Referral & Reward Program

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**We are always looking for more amazing team members like you and we want to make it easy to recommend our jobs to people in your network. We also want to reward you for doing that!**

So we want to put our employee referral program via Care Friends back in the spotlight. Via a simple, free app, called Care Friends, you can share our jobs with your network and be rewarded for doing so.

Many of your colleagues have already referred a friend for a job with us. And thank you if you have done so as well. Not only does this help our organisation and our clients to get the support they need, but it also puts extra money in the pockets of our staff.

To ensure that ALL our employees have the Care Friends app downloaded on their phone, we are relaunching Care Friends to everyone on [DATE]. If you already have Care Friends on your phone, then you don’t have to do anything, other than keep on sharing jobs with your network.

**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 |

**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. Wait for your text message invitation on [DATE]
2. Download the app through your app store
3. Scan this QR code ---------------------------------------------🡪

**Relaunch Day: [DATE]**