

Employee Referral & Lead Program

Program Information

2024 is a year of growth for Camunda where we will scale past 500 employees by end of year. All Camundi can play a part in this growth and we encourage everyone at Camunda to **refer talented people** from their networks both direct and indirect.

- Someone could be a suitable candidate for Camunda
- Camunda could be a good opportunity for that someone

Do not be afraid if your referral turns out to be neither of the two. That is nothing to worry about when referring people and always possible to highlight for other roles as they open.

In 2023, 16% of hires made were as a result of referrals. In 2024, we would like to see this grow to up to 25%.

Program iteration effective 16th January, 2024

Based on feedback received from Camundi that they are sometimes reluctant to submit a referral as they don't know the person directly, we are making an iteration to our program so there are 2 tiers or types of referrals:-

- 1) A Referral
- 2) A Lead

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[Denise Abbey](#)

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What is the difference with the 2 tiers of referrals at Camunda?

What is a Referral?

A referral is a recommendation or endorsement of a candidate's known skills, qualifications, and experience as required for the specific job they are being referred for. When referring someone to Camunda, you are advocating that you truly believe they will be able to perform the job effectively and contribute to the team's success based on direct professional interactions and track record (former colleague or known connection) and that they will align with Camunda's company values. A referral will not have already completed a formal application process in the past 6 months.

New What is a Lead?

A lead is someone you introduce to Camunda who may come through your indirect network, reaching out to you to express an interest in roles at Camunda or a profile you come across through other channels /interactions such as events or social media but who you cannot personally vouch for/recommend as they are not directly known to you and you cannot comment on their alignment to a role or to Camunda values. A lead will not have already completed a formal application process in the past 6 months. This is a valuable introduction to candidates and profiles that the TA team may not otherwise have had an opportunity to engage with.

Note: In order for this process to be implemented effectively, we need to ensure rules of engagement and adherence to process internally: If a candidate has already applied (in the past 6 months) before a referral/lead is entered or currently in a pipeline for another position the candidate is no longer eligible to be considered a referral/new lead

Referral Requirements:

1. Name of Referral/Candidate
2. CV/Resume
3. Position
4. Detail on your connection or why you believe there is a strong alignment to a current role

Lead Requirements:

1. Name of Lead/Candidate
2. CV/Resume or link to their profile
3. Position
4. Any additional detail on the interaction to date or source of the lead e.g met at an event, cold contact on linkedin

The more detailed information and insight provided about your referred candidate, the more potential for your referral to be identified as a potential for a role and therefore a potential hire for Camunda

How does it work?


Submitting Referrals and Leads in Greenhouse

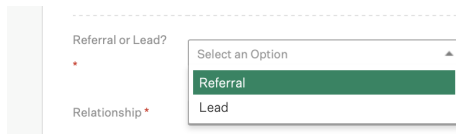
As of 16th Jan, 2024 to be eligible for a referral or lead bonus, Camundi are required to submit their connection through the [referral form](#) in Greenhouse.

From this date, referrals and leads submitted through the unique referral link or through other means will not be eligible for bonus i.e from this date, we will no longer be using the unique referral link so please do not share this with candidates. (Note: This is due to system functionality to support this iteration)

As you fill out the form, keep in mind:

- a. **How to find the Contact and Job:** If you're unsure about a job's internal name or requirements, check out the [Internal Job Board](#), and reach out to the *Internal Contact* listed on the job description if you have any questions
 - i. If you do not see the job you're looking for under the "Job" menu, double check that all filters have been removed.
If it still does not appear, it may no longer be accepting external applicants – check in with the *Internal Contact* to confirm!
- b. **Crucial Info:** Referrals/Leads will have an opportunity to update or add additional details after you submit them, but the following should be filled out accurately so that the TA team has relevant contact and career information:
 - i. Full name
 - ii. Email
 - iii. Resume/CV

 Please note: if the form is giving you an error ("Sorry, we encountered an error. Please try again.") try fixing the formatting of the phone number/email /website, or removing phone number and website information altogether and submit again.
- c. **Referral or Lead Question:** See above for guidance on how to classify your connection. This question is required, and should be answered honestly – if you have any questions about how to classify your connection, reach out to the TA team.



The screenshot shows a form with two fields: 'Referral or Lead?' and 'Relationship'. The 'Referral or Lead?' field has a dropdown menu open, showing 'Referral' as the selected option. The 'Relationship' field is empty.

Keep up with their application:

Click the **"FOLLOW REFERRAL"** box under *"Name & Company"* to be updated as your connection moves through the interview process. For more updates, you can also reach out to the *Internal Contact* listed on the job's internal job board description.

FAQ's

How is a referral/lead compensated?

Referrals and leads are accepted for FTE positions and you will receive a **bonus**, if your referral/lead is **hi red**. The currency of the reward will be based on the full-time working location of the Camundi who referred the candidate.

The **Referral Bonus is valued at 4000 EUR**, and **Lead Bonus is valued at 1000 EUR**. Please reference the below table to confirm what the value of bonus would be for your location.

Who can refer a candidate and are there exceptions to what counts as a referred candidate or a lead?

Anyone can refer people to Camunda but unfortunately not all employees are eligible to receive the referral/lead bonus and some submissions will not be considered a referral or lead:

1. Hiring Managers can refer candidates to their own positions, but they are not eligible to get the bonus if they get hired (conflict of interest)
2. TA Team, SLT, employees with the job titles of Vice President or above (Not eligible for bonus)
3. Contractors or Freelancers are not eligible for a referral or lead bonus
4. Existing employees cannot be referred
5. Former employees of Camunda cannot be referred
6. Working students are not eligible for a referral or lead bonus
7. Individuals working for Camunda Vendors and who are currently or have previously been employed indirectly to work with Camunda cannot be referred

What if you intend to refer a candidate and they apply to Camunda before you do this?

Unfortunately while this can be disappointing and we appreciate your enthusiasm and commitment to our referral program, in the event that a candidate applies to a role before your referral submission, in order to be fair and consistent across the board, we have to consider the original application source which in this scenario would be a direct application i.e referrals need to be submitted before the candidate applies for a specific role

What if you refer a candidate and leave Camunda?

You must be an employee of Camunda to receive your referral and lead bonus.

However, we appreciate every referral and will make an exception in the following case - If your referral /lead is hired and a contract is signed before your last day at Camunda, you will still be eligible for the first half of the referral bonus (2,000) or the full lead bonus (1,000). You will receive this payment along with your last salary

Who will maintain and improve this program?

The Talent Acquisition team is happy to receive questions or feedback from you at #ask-people-team on slack

Can I refer siblings / family members?

Yes, if you have a sibling / family member/significant other that is well suited to a role here at Camunda please feel free to refer them but best to indicate the relationship so a fair and equitable process can be followed, particularly if you happen to be part of the hiring team for the specific role.

How is the referral bonus paid out?

First half of the bonus is paid out in the starting month or the following month when the referred person has started to work. Second half of the bonus is paid out 6 months after the first bonus has been paid out

Taxes will be deducted from the referral bonus

How is the lead bonus paid out?

Due to the smaller payment amount, this bonus will be paid out in the first eligible payroll after the start date of the referred candidate (i.e this is pending the payroll cut off date and what date the referred person starts in the month- payment could be the same month as the start date or the following months payroll)

Taxes will be deducted from the referral bonus

What can you expect from the TA team?

The TA team have an SLA response time of 48 hours for submitted referrals. While we value each and every referral or lead submitted, due to capacity, it is not possible for the TA team to speak with all referrals unless it is deemed there is a good alignment to a current open position. However, the Talent Acquisition Partner will share feedback with you as the referrer on whether they will be moving the candidate forward to initial interview or not. If we are not progressing, the candidate will also receive an email decline from Camunda. The TA Partner will not otherwise liaise directly with the referred candidate unless they have entered our interview process