

EMPLOYEE REFERRAL PROGRAM Q&A

This Q&A is to provide leaders and participants with a better understanding of the Employee Referral Program and the conditions in which the program operates.

Q1 WHY ARE SUPERINTENDENT/FOREMAN LEVELS AND ABOVE, HR AND RECRUITMENT NOT ELIGIBLE TO RECEIVE A REFERRAL BONUS?

Senior leaders, HR and recruitment have an inherent responsibility to attract and retain employees into the business and therefore it is essentially already a part of their job. As these cohorts also often make decisions in employment, there is a conflict of interest and therefore they are not eligible to participate. They of course can (and should) continue to refer candidates.

Q2 WHAT MAKES A CANDIDATE SUITABLE TO BE REFERRED?

The company is seeking assistance from employees to help us fill critical roles across the business. The role types are reviewed quarterly and published on the Referral page. These roles are typically highly skilled operations or trade-based roles. So, if you know people who are suitably qualified for any of the critical roles, ask them to provide you with their up-to-date resume and lodge the application through referral portal. The recruitment team will then review and should they deem them suitable, progress them through to the next stage of the recruitment process.

Q3 I'M A NEW STARTER, AM I ELIGIBLE TO PARTICIPATE?

Yes! We encourage all employees to get involved, especially our new starters.

Q4 I'M A CONTRACTOR, CAN I REFER PEOPLE AND GET PAID?

This is only open to direct employees of Barminco.

Q5 CAN I REFER AN EXISTING CONTRACTOR?

They are already known to us.

Q6 WHAT CAN CAUSE THE REFERRED CANDIDATE TO BE INELIGIBLE?

We are seeking candidates that are not already known to us and therefore if a candidate has applied, or actively involved in any part of the recruitment process within the last 3 months, they are deemed ineligible.

Q7 CAN I REFER AN EX-EMPLOYEE?

Yes, at the businesses discretion to determine suitability, and they must have exited more than 6 months ago.

Q8 WHAT HAPPENS ONCE I SUBMIT MY REFERRAL?

The recruitment team will be reviewing the referral portals daily, candidates should expect to be contacted by a team member within 72 hours of their application. Based on the conversation and both parties agreeing to progress, they will advance through the recruitment process (all standard medical and probity checks apply). They will then be flagged with your name against them in our system. You will be notified via email as to whether they have been accepted as an eligible Referral. Its then a matter of waiting for the recruitment process to be completed.

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Q9 WHAT DO I HAVE TO DO TO GET MY PAYMENT?

Successfully submit an accepted candidate who is employed by Barmenco– and that’s it!

We are asking that you have a conversation with those people in your network that may be suitably qualified and have personal qualities that align to our [5 Principles](#). Should they be interested in a job within Barmenco you just need to submit their resume through the application form or [Referral Portal](#) - then, simply wait for the recruitment process to run its course.

Once validated that you are still employed by the company and your referral/s is hired and commence employment you will automatically get paid in the next pay cycle.

Q10 IS THERE A LIMIT ON HOW MANY PEOPLE I CAN REFER?

No there is not a limit, however we would remind you that we are only seeking suitably qualified candidates for the identified Referral roles only.

Q11 DOES THE REFERRED CANDIDATE STAY CONNECTED TO ME AS A REFERRAL FOREVER?

A candidate will remain attached to the person that referred them for 9 months. This means that if you refer a candidate on the 1st March, they need to be employed and commenced before the 1st December. If the candidate is placed after the 9 months, there is no Referral payment made.

Q12 HOW MUCH DO I GET PAID?

The referrer (employee) will receive the below amounts, inclusive of tax and superannuation, for each successfully placed referral. This is paid in the first pay cycle after the referred candidates’ commencement date. Please note the payment amount is a gross payment. You will receive a reduced amount depending on your circumstances (ie tax bracket and superannuation contribution).

For HD Fitters, Charge-up Operators and Shift Supervisors	
1st Referral	\$5000.00
2nd Referral	\$5000.00
3rd Referral and thereafter	\$7000.00

For all other eligible roles	
1st Referral	\$3000.00
2nd Referral	\$5000.00
3rd Referral and thereafter	\$7000.00

Q13 WHAT HAPPENS IF I HAD REFERRED A CANDIDATE AND ANOTHER EMPLOYEE HAD REFERRED THE SAME CANDIDATE?

There can only be one employee referral per candidate. Should there be two referrals for the same candidate, then the first application will be honored (first in, best dressed). Thus - more incentive to talk to your network before someone else does!

Q14 WHO DO I SPEAK TO IF I HAVE ANY ISSUES OR FURTHER QUERIES?

You can contact the recruitment team via referrals@perentigroup.com
Employees without access to the Company Intranet and to submit candidates – [Referral Portal](#)