



## **RECOMMEND A FRIEND POLICY**

### **PURPOSE**

We want people to want to work at our Union and to feel encouraged to welcome others to do so. We recognise that recruiting talented people who share our Values – Empowering, Inclusive and Collaborative - is vital to our success in supporting students.

This policy explains our approach to the recruitment and selection of high-quality people nominated by our existing staff, in accordance with the law and the intentions above, and in which all recruitment and selection practices promote inclusivity, diversity and opportunity.

For further details on our Recruitment Policy, our Employee Proposition and our Recruitment and Selection Standards, please refer to our Recruitment and Selection Policy.

### **POLICY**

All vacant roles are advertised widely across the Students' Union. Employees (both career and student staff) are encouraged to nominate individuals who they feel meet the job requirements for the vacant role and live the values required of SU employees. To that end we operate a Recommend A Friend (RAF) policy to encourage staff to nominate great candidates for vacant roles.

### **FORM**

Employees may nominate suitable people for a role using the Recommend a Friend Form. The form should be completed and signed by the employee concerned and shared with the HR team no later than the closing date noted in the advert.

The person making the recommendation will not have any involvement in the recruitment process and will not normally be advised directly of the progress of that candidate's application. If the person nominated is successful for the role and accepts the SU employment offer then the person making the recommendation will be advised of the same.

### **PAYMENT**

The Students' Union offers a gross payment of £500 for the nomination of a candidate who is appointed to the nominated role and successfully completes their probationary period. This payment is made to the person making the recommendation in the first available payroll after the probationary period.

## **REQUIREMENTS**

There are specific requirements that you must take note of before completing the Recommend a Friend form.

- Career staff and student staff may nominate individuals but any payments only relate to career staff roles
- No payment will be made in regard to the recommendation of a candidate who has been employed by the Students' Union previously in any role
- To be eligible for a payment you must not have any involvement or input into the pre-screening, shortlisting, interviewing or assessment of the candidates for the relevant role
- You must be a current employee and not working your notice period on the pay date that the RAF payment will be made.

For further details on the Recommend a Friend Policy please contact a member of the HR team.

**END**