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**Refer a Friend**

**Policy and Procedure**

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| --- | --- | --- | --- |
| **Version** | **Author** | **Date** | **Approval** |
| 1.0 | Arin SotoudehRecruitment and Retention Lead | January 2019 |  |

# Purpose

## The ‘Refer a Friend’ scheme is being introduced to increase permanent recruitment to certain ‘hard to fill’ roles within Children’s Service.

## All Coventry City Council employees may benefit from this scheme by referring a friend for an applicable role within Children’s Services.

# Directives

### 2.1 The referral must be for the permanent recruitment to an experienced Social Worker, a Senior Practitioner or Advanced Social Worker post within Children’s Services. As defined by the service area as ”Hard to Fill” (This list is subject to review at any time in line with recruitment shortfalls)

### 2.2 Referrals must be made by current employee completing the Refer a Friend form via the following link <https://coventrycc-dash.achieveservice.com/service/Social_Worker_refer_a_friend> or hard copy form (see page 4) sent to Arin Sotoudeh (Recruitment & Retention Lead - Children’s Services) before the candidate applies for the post. Retrospective claims will not be accepted.

### 2.3 External candidates must state within their application form, whilst applying for the post(s), the referrer’s name and current job title. Retrospective claims will not be accepted.

### 2.4 External candidate(s) must submit their application for the eligible posts within 8 weeks from the date they have been referred by current employee.

### 2.4 The candidate must successfully complete their probationary period for the referrer to be eligible for the payment to be made.

### 2.5 Both referrer and the candidate must be employed by Coventry City Council at the time of the successful completion of the candidate’s probationary period to be eligible for payment.

### 2.6 The candidate must not have been previously employed by Coventry City Council.

### 2.7 Payment of £350 Gross pay will be made on the next available pay date as soon as the candidate has successfully passed probationary period.

# Exclusions

### 3.1 The Following groups / Staff are not eligible to participate in this scheme.

### Employees who are responsible for any part of the recruitment process

### Any Children’s Services employee Grade 9 and above (due to involvement within interviews & assessment panel(s), which may cause a conflict of interest

# Appendices

### Payment Approval Form – See page 3

### ‘Refer a Friend’ Off-line Referral Form – See page 4

### ‘Refer a Friend’ Process flow chart – See page 5


### **Refer a Friend – Payment Approval Form**

### Name of Referrer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No: \_\_\_\_\_\_\_\_\_

### Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Referred: \_\_\_\_\_\_\_\_\_

### **Check List**

|  |  |
| --- | --- |
| Are both parties still employed by CCC? | Yes / No |
| Date Candidate passed Probation? |  |
| Candidate’s Current Position? |  |
| Candidate’s Current Team Manager? |  |
| All Checks Conducted By? |  |

###

### ‘I confirm that all of the above checks have been conducted and the referrer, as stated above, is eligible for the ‘Refer a Friend’ Payment’.

### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Approver’s Authorisation:**

### ‘Please make payment to the referrer, as stated above, to receive £250 in cleared funds within their next payment due date’.

### Approver Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### CCC horses head logo

### **Refer a Friend – Referral Form**

### If you are filling this form by hand, please use CAPITALS only.

### **Your Information**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Department/ Area** |  |
| **Employee Number** |  |

### **Your Friend’s Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Please circle/ highlight which of the following roles this person is interested in** | **Experienced Social Worker****Advanced Social Worker****Senior Practitioner** |
| **Estimated length of experience** |  |

Please submit this form to Arin.Sotoudeh@coventry.gov.uk or send to the following address:

**Arin Sotoudeh, Service Development Team, Broadgate House, 3rd Floor, Coventry CV1 1FS**

A confirmation will be sent to you to inform you that your referral has been successfully received and will explain next steps. If you have any questions regarding the ‘Refer a Friend scheme, you can find more information by referring to the policy on the following page <http://www.coventry.gov.uk/info/228/social_work_jobs/2735/social_work_jobs/10> Alternatively, You can contact Arin Sotoudeh (Recruitment & Retention Lead - Children’s Services) on 024 7683 1530

**Refer a Friend – Process**

Payment Form completed by Recruitment & Retention Lead – submitted for approval

6 Months

Referee successfully offered post - Joins Children’s Services as an experienced Social Worker, Senior Practitioner or Advanced Social Worker

Candidate Online Application Form (Externally) OR Refer A Friend Form (Internally) Submitted

After candidate successfully passes probationary period, Recruitment & Retention Lead to conduct relevant referral checks

Payment of £350 Gross Pay made to referrer

Payment processed for next pay date (In line with payroll cut off)