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JOBHIVE.CH

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Candidate Referral Policy

JobHive AG

Candidate Referral Policy

1. Purpose and Benefits

At JobHive AG, we value the power of networks and connections. Our Candidate Referral Policy encourages individuals both within and outside the organization to refer qualified candidates. This initiative aims to source top talent and enhance our team's diversity while rewarding those who help us build a stronger workforce.

2. Referral Incentives

Individuals who successfully refer a qualified candidate leading to their hire and completion of a probationary period of 90 days will be eligible for a referral reward. The reward includes the following monetary compensation:

Candidate's Salary	Referral Bonus
Up to CHF 100'000.-	1'000.-
from CHF 100'001.-	2'000.-

3. Referral Process

a. To refer a candidate, you have various channels and submission methods. These are listed below:

- **Company's website** www.jobhive.ch/refer-a-friend
- **WhatsApp** +41 78 228 87 76
- **Email** info@jobhive.ch
fp@jobhive.ch

b. Provide accurate and complete information about the referred candidate, including contact details, resume, and any relevant qualifications.

c. Referrals must be submitted before the referred candidate's initial interview with the company.

4. Candidate Qualifications

Referred candidates must meet the minimum qualifications and job requirements outlined in the respective job posting.

5. Evaluation and Selection

Referred candidates will go through the same selection process as other applicants. The company's standard interview and evaluation procedures will apply.

6. Communication

- a. Referring individuals will receive a confirmation via email or via WhatsApp upon successful referral submission.
- b. Regular updates on the status of referred candidates will be communicated to the referring individual.

7. Confidentiality

Both the referring individual and the referred candidate's information will be kept confidential. The referring employee's involvement in the referral process will not be disclosed without their consent.

8. Fairness and Non-Discrimination

All referred candidates will be treated fairly and equitably in the recruitment process. Favoritism and unfair treatment will not be tolerated.

9. Duration and Amendments

This Candidate Referral Policy is effective from 01. September 2023 and may be amended or terminated at the discretion of JobHive AG at any time.

10. Compliance with Laws

This policy is subject to all applicable laws, regulations, and company policies.

11. Contact Information



Your Job Match-Maker.