Oracle Global Referral Policy

Effective June 4, 2015
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Oracle is always looking for good people to join our team, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer, and are a more cost effective recruit.

That’s where you come in! When you refer someone who would be a good addition to Oracle, you may be eligible to receive a referral bonus if the candidate is hired. Referrals can be submitted via the Oracle Recruiting Cloud (Taleo) system or emailed to hiring managers/recruiters for open requisitions.

Be sure to read the Referral Policy below to understand the program rules, eligibility requirements and how to submit a referral.

**Referral Policy**

**Policy Effective Date: June 4, 2015**

The Referral policy outlined in this document replaces any previous Referral policies and affects new referrals made as of the new policy effective date.

Referral eligibility decisions made between August 25, 2014 and the new referral policy effective date are eligible for review and could qualify for payment. To be reconsidered, a referral claim must be submitted in the Referral Claims Application within 60 calendar days of the new policy effective date. Claims that are submitted after 60 calendar days will not be reconsidered and the original decision will be final. Referrals made after the policy effective date are subject to the guidelines listed in this policy.

This policy may be amended in full or part, including the level of bonus as detailed in the table “Region Payout Details” below, by Oracle at any time at its sole discretion.

With respect to employees outside of the United States, this policy does not form any part of any employee’s terms and conditions for employment.

Several factors combine to create a successful employee referral bonus submission and payment. To qualify for a referral bonus:

- You must meet the eligibility requirements as the submitter
- Your referred candidate must meet the eligibility requirements and accept the position
- Your submission timing must pre-date the candidate’s application or the recruiting team’s identification of the candidate
- You must claim your referral bonus within the allowed timeframe if you submitted the referral by email
- Your referral submission document must be evaluated and deemed eligible for payout

The flowchart below, while it does not represent all requirements detailed within the policy, provides a high-level overview of eligibility requirements and process steps. Please review the policy in its entirety for all requirements.
General referral process:

Step 1: Check Bonus Eligibility
- Are you eligible to receive a referral bonus?
  - yes
  - no
    - Submit referral. You're not bonus eligible, but you can help Oracle hire great people!

  - Is your candidate eligible for referral?
    - yes
    - Submit referral in Oracle Recruiting Cloud using "Refer a Friend"
    - or
    - Submit referral via email to Hiring Manager or Recruiter
    - yes

Step 2: Submit Your Referral
- No claim needed

Step 3: Claim Your Referral
- Claim referral within 30 days of candidate start date

Step 4: Validation
- Referral Team validates all referrals for bonus eligibility

Step 5: Receive Referral Bonus
- Referral bonus is paid in your paycheck

Program Rules
Employee referrals for top-notch candidates are always welcome, but to receive a bonus, referrals must meet eligibility requirements and submissions must follow the referral process.

There are two approved methods for submitting a candidate referral:
• “Refer a Friend” through the Oracle Recruiting Cloud (Taleo) job search tool.

• Email referral sent directly to the hiring manager or recruiter listed on the requisition for the open position.

Skip to How to Submit a Referral

Either method of submission is acceptable; however, to be eligible for a referral bonus, the submitter must meet the eligibility requirements listed below and file a claim using the Referral Claims Application within 30 days of the candidate’s start date for email referrals. Referrals submitted through Oracle Recruiting Cloud (Taleo) are automatically reviewed and validated and, therefore, do not need to be submitted via the Referral Claims Application.

Skip to How to Submit a Claim

Employee Eligibility Requirements

• Referring employee must be classified as an active, regular employee at the time the referral is made and when the referral bonus is submitted for payment on the local payroll cutoff date. Employees who are on a paid leave of absence are eligible for a referral bonus. (Note for Canada referring employees: Employees on a Personal leave of absence at the time of payment are not eligible; those on any other type of leave of absence remain eligible.)

• Referring employee must not be involved in the selection process.

• Employees in Human Resources who are classified as M4 level and above are not eligible for a referral bonus.
  o Human Resources employees who are classified as below M4 are eligible if the referral is not for their client group, the employee is not part of the hiring process, and the employee meets all of the other eligibility requirements.

• Referring employee is not classified as M6 level or above in any other non-human resources department.

• Referring employee is not classified as a Recruiting Organization employee.
  o Employees in the Recruiting Organization are not eligible for a referral bonus. In addition those who transfer from the Recruiting Organization to a different department are not eligible for a referral bonus for 2 years following the transfer.

• The referring employee must not be in violation of any obligations to a former employer in referring the candidate to Oracle, including but not limited to non-solicitation or inducement clauses in any valid contract between the referring employees and a former employer.

Additional Details about Referral Eligibility

• Referred candidates submitted to hrweb, hrorg, hrhq, hroffers or any other distribution lists, through verbal conversations, instant communication, social media or any other communications are not eligible.
- Referrals submitted after the date the candidate has applied or has been matched to a requisition are **not** eligible.
- Employees who receive a candidate from their manager and then submit it as their own referral will **not** be eligible for payout.
- Candidates met through a promotional event such as a recruitment event or tradeshow where the referring employee was a paid representative of Oracle are **not** eligible.
- Referrals are **not eligible** if Oracle is obligated to pay a recruiting/temporary agency fee in connection with the hiring of the candidate.
- A referral is **not** eligible if the referring employee is a manager and the referred candidate is hired within their direct line of reports.
- Candidates introduced by the recruiting organization are **not** eligible for referral.
- The referring employee **must not** induce a candidate to join Oracle if they are aware that this will be in breach of any candidate’s existing agreement with a prior employer, including but not limited to existence of a non-compete agreement between the candidate and a prior employer.
- Referral bonuses will **not** be paid for referrals between different global regions (APAC, NA, EMEA, LAD).
- Referred candidates **must** have at least 6 months of total work experience in order to be eligible (Freelancing and internship positions are not considered part of this experience).
- Referrals are accepted for regular employee positions **only**:
  - Campus hires are **not** eligible for payout regardless of campus program. Ireland and Spain BDC new graduate hires that fulfill the language requirements and meet the other eligibility requirements may be eligible per the **Referral Bonuses by Country** list.
  - A referral bonus will **not** be paid for temporary employees, contractors, interns, contract interns, or intern conversions to regular employees.
  - The referral of temporary or contract candidates may be eligible for payout if the candidate is converted to a regular employee under the same role as the candidate’s temporary or contract role.
    - This conversion must occur within **1 year** of the start date of the temporary or contract assignment.
    - It is the responsibility of the referring employee to claim the referral and provide documentation of the referral within **30 calendar days** from the conversion date in the Referral Claims Application.
  - Referrals are eligible for payout on external candidates.
    - Referrals for Internal Transfers, either within country or internationally, are **not** valid.
    - Referral bonuses between Oracle and any of its affiliates are **not** eligible for bonus; however, employee referrals made between Oracle and OFSS are eligible for bonus payout when all other conditions are met.
    - **Previous Oracle employees**, who have not been employed by Oracle in the last **12 months** and are eligible for rehire, can be referred.

*Skip to How to Submit a Referral*
Enhanced Referral Email Campaigns

At times, Oracle may run special referral programs to provide additional incentives for employee referrals. During these Enhanced Referral programs, submissions to the referral program email will be accepted only for the positions related to the enhanced program and during the period of time the program is running. Referrals submitted for positions not related to the enhanced referral campaign or after the enhanced program has expired are not valid. The employee claiming the referral must be able to provide email documentation that shows that the referring employee submitted the candidate directly to the Enhanced Referral Program email during the time in which the program was running. Documentation must indicate job code/job type/requisition number.

Skip to How to Submit a Referral

Claiming a Referral:

Referrals that meet eligibility requirements will be considered valid for 1 year. After 1 year, a known candidate can be resubmitted by any eligible employee as a new referral.

- Referring employees will be eligible for payment on successfully placed candidates, if the recruitment process commences within 1 year of the original referral date.
- Referring employees who submit through email must complete the claims process within 30 calendar days of the candidate’s start date.

Referrals that are submitted through Oracle Recruiting Cloud (Taleo) do not require the employee to submit a referral claim. Those referrals will be processed based on their validity in the system.

Referrals submitted through email must be claimed through the Referral Claims Application.

How to Submit a Claim). It is the sole responsibility of the referring employee to complete and submit a referral claim. Referral claims made by hiring managers, recruiters or other employees on behalf of the referring employee are not eligible:

- Referral claims must be submitted with all necessary documentation through the Referral Claims Application.
- Referral claims must be submitted within 30 calendar days of the candidate’s start date.
- Referrals submitted to the Referral Claims Application more than 30 calendar days after the candidate’s start date will not be eligible.

The Referral team will review all claims and documentation and will notify the referring employee on the status of their claim after the 30 calendar days from the candidate’s start date.
Skip to How to Submit a Claim
Appendix

Process Contacts

APAC: referrals-apac_ww@oracle.com
EMEA: referrals-emea_ww@oracle.com
Latin America: referrals-lad_ww@oracle.com
North America: referral-helpdesk_us@oracle.com
India: referrals-india_in@oracle.com

Referral Scenarios

These examples are here to assist in understanding how the referral team will analyze eligibility of specific referral scenarios:

- Candidates who are referred and meet eligibility guidelines are valid for one year. If a candidate is referred and the original referring employee’s one year hold on the candidate has not expired then the referral will not be valid. In some cases a referral bonus may be split if one eligible referral is general and submitted via Oracle Recruiting and the other referral is submitted directly to the Hiring Manager.

- If the referred candidate was matched to the hiring manager’s requisition by the recruiter prior to the date/time stamp of the referral email, the referral will **not** be eligible.

- If the candidate applied to the hiring manager’s requisition prior to the date/time stamp of the referral email, the referral will **not** be eligible.

- If the referred candidate applied or was matched to a different requisition with the same hiring manager and job code prior to the date/time stamp of the referral email, the referral will **not** be eligible.

- If a candidate is referred by two employees to the same hiring manager for the same position, the referral team will review both referral claims. If both referrals meet all of the eligibility requirements, then the referral with the earliest time/date stamp will be paid. If both referrals are reviewed and only one referral meets the eligibility requirements, then the eligible referral will be paid.

- If the candidate was referred by email to one hiring manager and then forwarded to a different hiring manager for a different position; the referral will **not** be eligible for payout. When submitted by email, a referral is only eligible if the referring employee submits the referral directly to the hiring manager that will hire the candidate and references the open requisition number, job type or job code. If a candidate has completed a general application, but has not applied to a specific requisition and hiring manager, the candidate can be referred by email.
• If a candidate is referred by one employee as an eligible general referral within Oracle Recruiting Cloud (Taleo), and another employee refers the same candidate directly to a hiring manager who hires the candidate, the payout will be split between the two employees.

• If a candidate is referred by email to a specific hiring manager and requisition number, and the candidate is hired under the same hiring manager for a similar requisition, the referral will be valid. The requisition in which the referral is made must fall under the same job code or job type as the one the candidate is hired under.

How to Submit a Referral

Oracle Recruiting Cloud (Taleo) Referral Guidelines

• General referrals and position specific referrals are accepted in Oracle Recruiting Cloud (Taleo) if the referral meets all other eligibility guidelines.

• If there is a valid general referral submitted into Oracle Recruiting Cloud (Taleo) and another referral is submitted to a hiring manager via email, the payment will be split between the two referring employees.

• Referrals made into Oracle Recruiting Cloud (Taleo) must show as a valid referral in the system. Manually changing the source field to a value of referral does not qualify as a valid referral.

Email Referral Guidelines

• Referrals submitted by email must include a resume/CV or include the candidate name/company they work for/current title and contact email and phone number.

• Referrals submitted by email must note either a specific requisition number or a specific job type/job code that the hiring manager is currently hiring for. General referrals are not accepted.

• If the hiring manager has multiple openings for the same job code, the referral will be valid for all similar requisitions under the same hiring manager that the referral was submitted to.

• If the hiring manager has access to a candidate because the candidate applied to the hiring manager’s requisition or was added to the hiring manager’s requisition by a recruiter before the referral is made (email date stamped), the referral is not eligible.

• If the referral is submitted via email, the employee must claim the referral within 30 calendar days of the candidate’s start date.

• The employee claiming the referral must be able to provide email documentation which shows that the referring employee submitted the candidate directly to the Hiring Manager or Recruiter. Documentation must indicate job code/job type/requisition number.

Submit a General Referral in Oracle Recruiting Cloud (Taleo)

Referrals entered in Oracle Recruiting using the “Refer a friend” link on the Oracle Recruiting home page are General Referrals. Your referral will be entered into the candidate database, but will not be referred to a specific hiring manager or requisition. Click here for instructions on how to submit a job specific referral.
1. Under Employee Self Service, click Taleo Home.
2. On the right side of the Oracle Internal Career Page, find “Refer a friend.” (You may need to scroll down.)
3. Click the link: Submit a Friend’s Profile.
4. Confirm your Employee Information, click Save and Continue.
5. Enter in the candidate’s email address in the space provided.
   - If you receive a message stating that the candidate is in the database and you would still like to make a referral, go to: Submit a Referral by Email.
6. Enter the candidate’s referral information.
7. Attach the candidate’s resume
8. Once you have completed your submission you will be directed to the “Thank You” page. Your referral has been submitted.

Submit a Job Specific Referral in Oracle Recruiting Cloud (Taleo)

Referrals submitted in Oracle Recruiting against a specific position are Job Specific Referrals. Your referral will be sent to a specific hiring manager for a specific requisition.

1. Under Employee Self Service, click Taleo Home.
2. Click the requisition title you would like to submit a referral for.
3. On the right hand side of the job description, find “Refer a friend for this job.”
4. Click the link: Refer a friend.
5. Review Oracle’s Privacy Statement and click “I Accept” to continue.
6. Confirm your Employee Information, click Save and Continue.
7. Enter in the candidate’s email address in the space provided.
   - If you receive a message stating that the candidate is in the database and you would still like to make a referral, go to: Submit a Referral by Email
8. Enter the candidate’s referral information.
9. Attach the candidate’s resume.
10. Once you have completed your submission you will be directed to the “Thank You” page. Your referral has been submitted.

Submit a Referral by Email

Referrals may be submitted by email directly to a hiring manager or recruiter listed on the requisition. You must include the job title/ job code or requisition number that you want the referral to be considered for. For specifics on email eligibility, please refer to the requirements Error! Reference source not found. listed in the Referral Policy.

1. Locate the hiring manager or recruiter information. This information can be located at the bottom of the requisition listed on the internal employee careers page.
2. Submit an email to the hiring manager or recruiter with the following information:
• Required: Candidate’s **first and last name**
• Required: Candidate’s **email or phone number**
• Required: **Job Title/Job Code/ Requisition Number** the submission is for
• Required: A Candidate’s CV/resume or the name of company they work for/current title

3. Save the sent email as proof that you have submitted the referral because it is required for the claims process. The email will need to show the date/time in which the email was sent to the hiring manager. This documentation is required in order to receive payout for the referral.

If the candidate you submitted is hired you must claim the referral within 30 calendar days of the candidate’s start date. Referrals submitted by email **must** be claimed through the **Referral Claims Application**.

Submit a Referral for an Enhanced Referral Program

Referrals can be made to an Enhanced Referral Program by email only during the time in which the enhanced program is running and only for positions that relate to that specific program. For specifics on Enhanced Referral Campaigns, refer to the **Enhanced Referral Email Campaigns** section of the Referral Policy.

1. Submit an email to the Enhanced Referral email address with the following information:
   • Required: Candidate’s **first and last name**
   • Required: Candidate’s **email or phone number**
   • Required: **Job Title/Job Code/ Requisition Number** the submission is for
   • Required: A Candidate’s CV/resume or the name of company they work for/current title

2. Save the sent email as proof that you have submitted the referral because it is required for the claims process. The email will need to show the date/time in which the email was sent to the Enhanced Referral email address. This documentation is required in order to receive payout for the referral.

If the candidate you submitted is hired you must claim the referral within 30 calendar days of the candidate’s start date. Referrals submitted by email **must** be claimed through the **Referral Claims Application**.

How to Submit a Claim
Referrals that are submitted by email either to a hiring manager/recruiter or to an Enhanced Referral Program email address must be claimed through the Referral Claims Application. To be eligible, the claim must be submitted within 30 calendar days of the candidate’s start date.

To Submit a Claim:

1. Open the Referral Claims Application.
2. Login with your SSO.
3. Click Create to start a new claim.
4. Fill in the required fields.
5. Click Browse to add an Attachment:

   For your claim to be reviewed, you must attach the referral email that was sent to the hiring manager, recruiter or Enhanced Referral Program email. The file must show the date & time that the original referral email was sent. The file can be the actual email, a PDF of the email or a screen shot of the email. This file must be in one of the following formats: *.htm, *.html, *.msg, *.eml, *.pdf, *.jpeg. Cutting and pasting emails into a Word doc will not be accepted.

   Additional documentation can be attached, but only the original referral email is required. Claims that do not include the original referral email will not be accepted.

6. Click Save File.
7. Click Submit.

Your claim has been submitted. Referral claims will not be reviewed until the 30 day period after the start date has expired. The Referral team will review your claim and the additional documentation and will notify you of the status of your claim once all documentation and eligibility guidelines have been reviewed.

To Update a Claim:

1. Open the Referral Claims Application.
2. Login with your SSO.
3. Click the pencil in front of the claim you want to edit.
4. Click Browse to add additional Attachments.
5. Click Save File.
6. Click Submit.

You will receive an alert that your claim has been updated. Referral claims will not be reviewed until the 30 day period after the start date has expired. The Referral team will review your claim and the additional documentation and will notify you of the status of your claim once all documentation and eligibility guidelines have been reviewed.
Payment Information

Referrals must meet eligibility guidelines in order to receive a bonus payout. The bonus will appear in the referring employee's paycheck at the first applicable payroll run and after a decision is made on the referral claim. Decisions on referral claims will not be made until 30 days after the referral has started. Bonus payout may be delayed due to additional investigations, local payroll cutoff schedules or internal processing. All referral bonuses are paid in local currency and are subject to local taxes.

Click here for a list of referral bonuses by country.

Payment of Bonus across Countries

if a referral takes place between two different global regions (APAC, NA, EMEA, LAD), the referral is not eligible for payment.

- The referring employee must be in the same region as the referred candidate on the candidate's start date. If documentation is provided that shows that the referring employee and the referral were located in the same region at the time of the referral, the referring employee will receive the lower referral bonus of either the referring employee's current country or the country in which the referral was hired in.
- If the referring employee refers a candidate to a different country, the referring employee will receive the lower bonus between the two countries.
- If the referral is part of an Enhanced Referral Program, the referring employee will need to review the terms and conditions of the event for location eligibility.

Region Payout Details

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**JAPAC (back to top)**

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**LAD (back to top)**

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**North America (back to top)**

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