There are two types of referrals:

1. General referrals
   a. Any time
   b. Not eligible for a cash bonus
2. Specific referrals (eligible for a bonus)
   a. Bonus appears near the name of the position in the list of job offers
   b. The person must be hired for the bonus to be paid out

Objectives

- To get all Desjardins Group employees, managers and officers involved in recruitment.
- To recognize employees, managers and officers who promote careers with Desjardins.
- To make it possible to hire specialized candidates who are recognized in their field.
- To increase a sense of pride and belonging.

Who can make referrals?

- All Desjardins Group employees, including managers¹ and officers.

Exclusions

- Managers, officers, caisse general managers, members of the Desjardins Group Management Committee and the Desjardins Group Coordination Committee and employees from the Human Resources Executive Division are welcome to make referrals, but aren't eligible for the bonus.

Eligible candidates

- Anyone who doesn't work for Desjardins Group.
- However, the following are not eligible for the cash bonus program: Candidates from placement agencies who are already working for Desjardins and consultants and former employees who have worked for Desjardins in the past two years.

Eligible positions

All positions are eligible for the Referral Program bonus.

It is up to the manager filling the position whether to make use of the Referral Program.

Referral procedure

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¹ “Managers” are anyone in a supervisory role (e.g., section manager, manager, director, etc.).
To make a referral, just fill out an online form in three quick and easy steps and then submit the profile of the person you’re referring.

www.desjardins.com/en/recrutement

For general referrals (not for a specific position)

1. In the job list, click on Refer a candidate (on the right).

For a specific position (that offers a bonus)

1. In the job description, click on Refer a candidate (on the right).

2. Enter your user name and password (from your existing account).

3. Fill out the registration form with:
   a) The candidate’s email address
   b) The reason for the referral (optional)
   c) Information about the candidate

Make sure the information on the Summary page is correct and click Submit to complete the process.

Follow-up

• You’ll receive a confirmation email about the referral, indicating that the referral will remain valid for one year.

• If another position is found for the candidate or if they apply for any other job that includes a bonus within that one-year period, you’ll receive a bonus payment.

• Referred candidates also get an email letting them know about the referral and asking them to update the information entered by the person who referred them. For a specific position eligible for the bonus, the candidate must update their application during the posting period or the application will be considered incomplete and won’t be eligible for the program.

• If a candidate you have referred is hired, you’ll get an email letting you know.

Bonus payments

• The candidate must hold the position for which the bonus was awarded (or another position within the same department) at the time the bonus is paid.

• You must be a Desjardins Group employee when the bonus is paid.

• The bonus is taxable.
- Terms of payment:
  - **Bonus of up to $1,000**
    - 50% on the candidate’s start date and 50% after six (6) months of continuous service
  - **Bonus of $1,000 or more**
    - 50% on the candidate’s start date and 50% after twelve (12) months of continuous service

To streamline the process, bonus payments will be included with paycheques issued four times a year, in March, June, September and December.
User guide – managers
Desjardins Group Employee Referral Program

There are two types of referrals:
1. General referrals
   a. Any time
   b. Not eligible for a cash bonus
2. Specific referrals (eligible for a bonus)
   a. The bonus must appear in the title of the job posting.
   b. The person must be hired and all conditions met for the bonus to be paid out

Objectives

- To get all Desjardins Group employees, managers and officers involved in recruitment.
- To recognize employees, managers and officers who promote careers with Desjardins.
- To make it possible to hire specialized candidates who are recognized in their field.
- To increase a sense of pride and belonging.

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Exclusions

- Managers, officers, caisse general managers, members of the Desjardins Group Management Committee and the Desjardins Group Coordination Committee and employees from the Human Resources Executive Division are welcome to make referrals, but aren’t eligible for the bonus.

Eligible candidates

- Anyone who doesn’t work for Desjardins Group.
- However, the following are not eligible for the cash bonus program: Candidates from placement agencies who are already working for Desjardins and consultants and former employees who have worked for Desjardins in the past two years.

Eligible positions

All positions are eligible for the Referral Program bonus.

It is up to the manager filling the position whether to make use of the Referral Program.

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2 *Managers* are anyone in a supervisory role (e.g., section manager, manager, director, etc.).
Just select {Type of request / Desjardins Employees and External posting + Referral program} on the staffing {requisition form}.

**Bonus amount:** A bonus of $850 is recommended for office positions (up to L-06) and of $1,500 for professional positions (L-07 and up).

- Your position and the bonus amount will appear in the list of positions available to Desjardins Group employees.

### Referral procedure

To **make a referral**, just fill out an online form in three quick and easy steps and then submit the profile of the person you're referring.


1. In the job list, click on **{Refer a candidate}** (on the right).

For a specific position (that offers a bonus)

1. In the job description, click on **Refer a candidate** (on the right).
2. Enter your **user name and password** (from your existing account).
3. Fill out the **registration form** with:
   a) The candidate's email address
   b) The reason for the referral (optional)
   c) Information about the candidate

Make sure the information on the **Summary page** is correct and click **Submit** to complete the process.

### Follow-up

- You'll receive a confirmation email about the referral, indicating that the referral will remain valid for **one year**.
• If another position is found for the candidate or if they apply for any other job that includes a bonus within that one-year period, you’ll receive a bonus payment.

• Referred candidates also get an email letting them know about the referral and asking them to update the information entered by the person who referred them. For a specific position eligible for the bonus, the candidate must update their application during the posting period or the application will be considered incomplete and won’t be eligible for the program.

• If a candidate you have referred is hired, you’ll get an email letting you know.

**Bonus payments**

• The candidate must hold the position for which the bonus was awarded (or another position within the same department) at the time the bonus is paid.

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• Terms of payment:
  - **Bonus of up to $1,000**
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To streamline the process, bonus payments will be included with paycheques issued four times a year, in March, June, September and December.