

FAQs on Employee Referral Program

At CBE Companies we encourage all employees to refer friends, family, and other individuals from their existing networks for open positions within the company. If our employees enjoy their jobs, then they will be in the best position to promote open positions to friends and family because employees are able to speak from personal experience about what it's like to work for CBE! In return, CBE offers employees a referral incentive through the Employee Referral Program (ERP).

How do I refer candidates?

There are 4 easy ways to refer a candidate. Pick one that will work for you:

- Send a message through the CBE Companies PH Facebook page.
- Reach out to your Supervisor and provide your referral name and contact details.
- Advise your referral to apply through the CBE job portal: <https://www.cbecompanies.com/careers>.
NOTE: Your referral must fill out the application form and indicate your name as the referring employee.
- Look for an onsite HR/Recruitment representative and provide your referral's information.

What information do I need to share?

To process your referral, you will need to provide the following information:

1. Employee Name
2. Employee ID
3. Referral's Name
4. Referral's Contact Information

What is the referral incentive?

For each successful candidate hired, you are eligible to a taxable referral incentive of five thousand pesos (Php 5,000).

How do I get my referral incentive?

For each successful candidate hired, you will receive the referral incentive through the Pay-Out Crediting Process below:

- **1st Pay-Out:** Php 1,000 will be credited once the referral has completed their 30th day of employment
- **2nd Pay-Out:** Php 4,000 will be credited once the referral has completed their 90th day of employment

Pay-Out Cycle Example:

Referral Start Date: May 9th

- 1st pay-out amounting to Php 1,000 will be credited on the June 15th payout
- 2nd pay-out for the remaining Php 4,000 will be credited on September 15th payout

How do I know the status of my referral?

The ERP Pay-Out Tracker is available on SharePoint; you may request your Supervisor to check the pay-out status of their Associate referrals through [CBEOnline](#).