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Revision / Document History

Ver.	Date	Changed by	Modifications
1.0	19/04/2011	Le Thi Thanh Tam (RBSI-HRL-Hc)	Initial version
1.1	26/11/2014	Nguyen Thi Thu Hien (RBVH/HRL2)	Revised version

List of Abbreviations

DH Department Head
GM Managing Director
GrM Group Manager
HRL2 Human Resources – Recruitment and Training
RBVH Robert Bosch Engineering and Business Solutions Vietnam Company Limited



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1. Background

To use all possibilities of recruitment in best way, we would seek your support in recommending good candidates who have the education, skills and experience aligned with RBVH job requirements. We are now announcing in this communication the update to the existing referral program that is designed to encourage and financially reward you for recommending right and bright people (successfully) to join RBVH.

2. Process

If you want to recommend a candidate for a vacant position at RBVH, please obtain a copy of his/her CV and all related papers, then submit them to **RBVH/HRL2** or you can also forward the referral CVs via email with subject “**BUDDY REFERRAL_<Position>_<Candidate’s full name>**” to career.RBVH@vn.bosch.com. Record of submission date and time will be tracked in case the same CV is received from different sources.

First-come-first-serve policy will be applicable as the basis for the referral reward. The referred CVs will be kept in our database and belong to RBVH’s asset after 1 year from the date they were referred.

The potential candidates will be assessed for suitability and will be interviewed as per normal recruitment process. If the skill set of the referred person matches the requirements of one of our vacancies, the offer will be made and you will be entitled to the reward – see details below.

*****Note:** you can only refer your recommended candidate to one Bosch location at a time. If HR find it unsuitable in that specific position, then you can forward the CV to other locations. This is to avoid the conflict when two locations confirm on the same candidate. The violation of this rule will result in the loss of the referral reward that you are supposed to receive.

3. Who can participate in this program?

All RBVH temporary or seasonal associates can recommend candidates and receive the payment reward if the candidates are hired and the criteria of this program are met.

4. Who cannot participate in this program?

All HRL associates, RBVH-GM/HoDs who are directly involved in the hiring and/or decision making process for the position they refer candidate for. GrMs/PMs of one group/project is entitled to introduce candidates to other groups/projects, which she/he is not involved in the hiring and/or decision making process for those positions.

Associates refer former RBVH employees are not eligible to receive the referral reward.

5. How will you be rewarded?

If your recommended candidate is finally hired by RBVH, you will be financially rewarded with a payment as below:

Relevant Experience for RBVH	Employment Contract	Temporary Contract (≥4 or <12-month contract)
1 to 3 years	4.000.000 VND	2.000.000 VND
3.1 to 5 years	6.000.000 VND	3.000.000 VND
5.1 to 8 years	8.000.000 VND	4.000.000 VND
8+ years	10.000.000 VND	5.000.000 VND

The payment will be carried out right after the successful candidate having completed 2.5-month employment with Bosch and still in a continuing employment with Bosch at the payment time.

The referral bonus will be paid based on type of the first contract signed.

*****Note:** the associates who recommended the person that was hired must be employed by the company at the time the payments are made and must not have any pending resignation. The exception shall be given to those whose temporary contract (<1 year in total) is expired before payment timing.

All relevant HR associates have the responsibility for running this program, keeping you up-to-date and arranging the reward payments as appropriate.

6. When does this program start?

This program starts immediately from the date of this communication 01st Oct 2014.

We encourage you all to use your market knowledge and to consider recommending potential candidates for these opening positions. This policy benefits both company and its associates. Thank you.