

## **EMPLOYEE REFERRAL Notice for Lead Technical Recruiter - US**

### ➤ **Objective**

This policy aims to bring candidates with requisite qualification and skills to our organization. On successful placement of the candidate, the employee will receive a referral award.

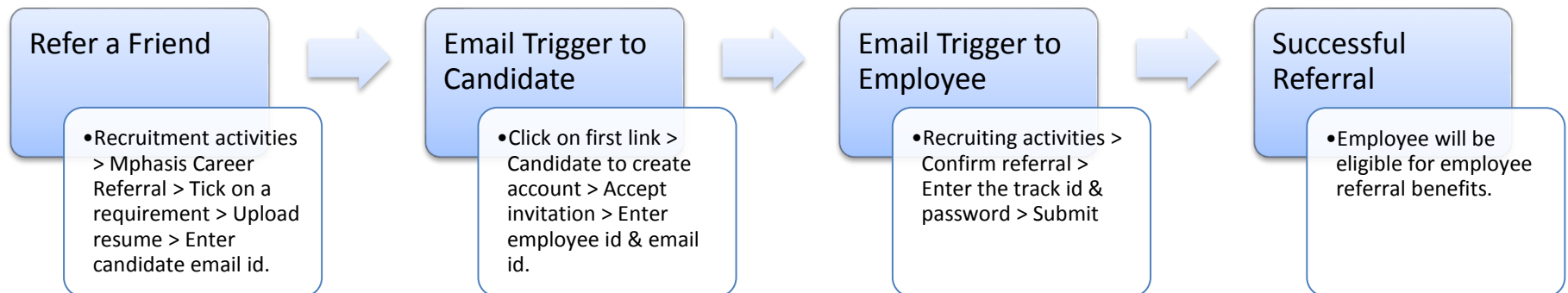
### ➤ **Eligibility**

All employees may refer candidates. All candidates referred should be legally eligible to work in the United States.

### ➤ **Method**

All referrals are to be made only through PS Hire:

Visit PS Hire <https://pshrms.corp.mphasis.com> Navigation > Main Menu > Self Service > Recruiting Activities > Mphasis Career Referral and POST your referral resume against the job opening id.





The employees are notified of the Employee Referral Program via my.mphasis.com accessible to Mphasis employees. The rewards for each position are categorized based on the Band Level/Positions as mentioned below. The employee will be rewarded after the referred candidate completes the introductory period specified by the company.

You can track feedback for posted resume by visit PS Hire: <http://pshrms.corp.mphasis.com> Navigation > Main Menu > Self Service > Recruiting Activities > Check Referral Status > View Candidate details.

All resumes have to be posted on PS Hire to relevant job requirements. Only resume is sufficient for a successful referral.

### **REFERRAL AWARD**

<b>Band</b>	<b>Designation Category</b>	<b>USA (USD)</b>
3	Lead Technical Recruiter	1250

If the candidate is selected and he/she joins, the reward to the employee will be paid after the referred candidate completes 60 days in the organization for Apps / ITO/ Corporate support towers.

For BPO international the reward will be paid once the candidate successfully completes 90 days in the organization.

For ITO Service Desk – Referral reward will be split in two installments. The 1st installment will be given after the Referral has completed 30 days in the system and the second installment after 90 days are completed.

To get the referral award the Referrer and Referee should be in active employment of Mphasis on the payment advice date. In the event of either party resigning / serving notice period, the Referrer will not be eligible for the referral bonus.

Referral payments are an automated process which will be paid as per the Referral Policy. For any queries, please reach out to HR help desk or call toll free 1-800-200-3273.

Human Resources Department

**POSITION FOR REFERRAL (US) – Lead Technical Recruiter**

<b>Designation</b>	<b>Job Requirements</b>	<b>Job Duty Description</b>	<b>Work Location in the U.S.</b>
Lead Technical Recruiter	Master’s degree or foreign equiv. + 2 yr exp.	Develop and implement effective and innovative recruiting strategies for attracting and sourcing qualified candidates. Participate in marketing events, user groups, and industry specific interest groups to build relationships and candidate pipelines. Analyze organization’s objectives and industry practices on hiring trends in the IT industry. Provide, develop and implement best talent acquisition practices and strategy. Identify and resolve resource needs and issues by collaborating with IT team leads to forecast goals and identify hiring needs. Assist HR Manger to implement hiring and recruitment practices, establish recruiting resources and maintaining network of contacts to identify and source qualified candidates. Maintain resourcing forecast spreadsheets, interpret and explain human resources policies, procedures, law standards or regulations. Review and evaluate candidate’s qualifications to match candidate with job requirements, conduct reference checks, and refer candidate to hiring managers, and participate in interviews. Monitor job offers and compensation practices.	New York, NY.