

WYNDHAM • DESTINATIONS

**MORE
LIKE →
YOU.**

**GO-GETTERS LIKE YOU.
GAME-CHANGERS LIKE YOU.
SUCCESS-MAKERS LIKE YOU.**



Employee Referral Program Guidelines China

Effective 1st Sep. 2018

It could be a friend, a family member, a neighbour or a former colleague, if you know someone with the specific talents and positive energy we need for the future, encourage them to apply online, refer them directly to a specific role or to join our Talent Network!

You're an extraordinary professional - a true go-getter and game changer. It's why we hired you. Because you represent the very best in our business, and we need More Like You to put the world on vacation.

We count on you to identify talented individuals who embrace our values and reflect our Hospitality with Heart service commitment. Refer More Like You and you could be eligible for some great benefits!



Our Values are the Heart of Wyndham Destinations

Hospitality – treating everyone like family

Engagement – delivering our purpose

Accountability – owning our impact

Respect – considering others in every interaction

Teamwork – succeeding together

1. HOW TO REFER A CANDIDATE TO A SPECIFIC ROLE?

Wyndham Vacation Clubs – Asia Pacific employees can refer candidates for a specific job. There could be some great benefits eligible for you if the person you have referred meets program guideline criteria including a monetary amount and Wyndham Reward Points!

Online Referral Process:

1. Visit www.wynrefer.com or internaljobs.wyndhamdestinations.com (same thing)
2. To refer a candidate to a specific job, search for the relevant job and follow the steps below.
3. Click to “**Refer for this Job**” button and if necessary log in.

Consumer Lending Officer

Location:	Bundall, Queensland
Posted:	4/28/2017
Schedule:	Full-time
Reference:	1703238

POSITION REPORTS TO:

Supervisor, Consumer Lending

POSITIONS REPORTING TO THIS POSITION:

N/A

APPLY

APPLY NOW

REFER FOR THIS JOB

You can view our referral guidelines here:

- United States and Canada
- Australia and Asia Pacific

SHARE

in f t G+ +

4. Login using your personal Taleo Login details (not your Wyndham Login); username: the email address you used when originally applying for a role with Wyndham and your own specific password. If you don't have an account, set up select the “**Register a new account**” option or “**Forgot your password?**” option to reset.

LOG IN

Please log in using your email address and password.

Email address

Please enter your email address.

Password

SUBMIT

Don't have a login? [Register a new account here](#)

[Forgotten your password?](#)

5. Once logged in enter your referral's name and email address.
6. The candidate will then receive an email with the job details, and inviting them to apply for the specific job.
7. Once the candidate applies for a job with Wyndham, their application will automatically be tracked as a referral in Taleo (our recruitment system).
8. A referral is valid for up to 12 months after it has been made.

Employee Referral Form Submit for Referral Process:

9. If you cannot refer using the online system, please present the candidate CV and fill in the Employee Referral Form to local HR Officer or hiring manager found [HERE](#) or example below.

WYNDHAM •DESTINATIONS		Employee Referral Form 员工推荐表		
REFERER 推荐人		REFEREE 被推荐人		
Chinese Name 中文姓名	Chinese Name 中文姓名			
English Name 英文姓名	English Name 英文姓名			
Employee ID 工号	Contact Number 联系电话			
Department/ Position 部门/职位	Position Applied for 申请职位			
<p style="font-size: small;">I declare that the referee is not my direct family member. I fully understand that salary information are confidential and disclosure of such confidential information will lead to disciplinary actions. 我声明该被推荐人并非本人直系亲属。我完全了解一切工资信息都是公司机密，任何透露公司机密的行为是过失行为，公司有权进行相应的纪律处分。</p>				
Signature of Referrer 推荐人签名		Date 日期		
<p style="font-size: x-small;">You could be eligible for the following bonus amounts if your referred employee meets both tenure & program eligibility criteria! The HR team manages the program eligibility criteria and your manager will advise if you are eligible to receive one of the following bonus benefits –</p>				
Referred Position	First time reward (pass probation)		Second time reward	
	Amount	Probation period	Amount	Period
Non Manager Level	RMB500/AUD100	2 month	RMB500/AUD100	6 month
Manager Level	RMB500/AUD100	6 month	RMB1000/AUD200	12 month
<p style="font-size: x-small;">**The referral staff would get the reward amount in the next month's payroll day, the amount would first been deducted the relate government requested tax.</p>				
HR Remark:				
<input type="checkbox"/> Not Hired, Reason _____				
<input type="checkbox"/> Hired, Onboard Date _____ Position: _____				
1st time Referral Award Amount: _____			Payment date to Referrer: _____	
2nd time Referral Award Amount: _____			Payment date to Referrer: _____	
Signature of HR HR签名			Date 日期	

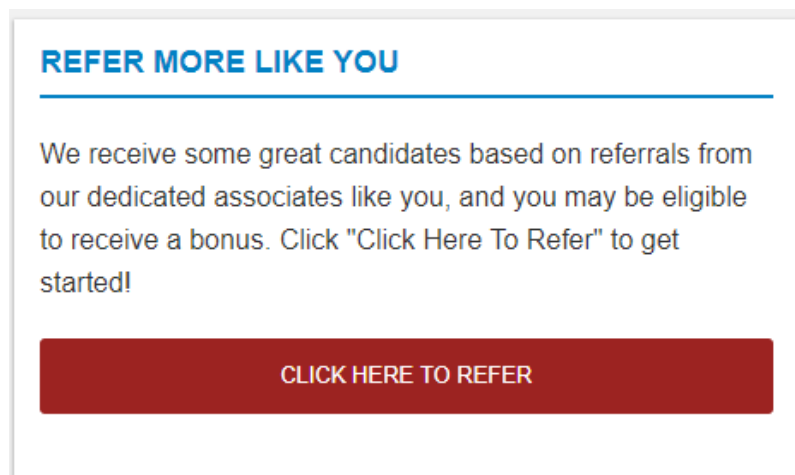
2. HOW TO REFER A CANDIDATE TO THE TALENT NETWORK

Employees can also refer candidates to join our **Talent Network** via our www.wynrefer.com website or via SMS. This will enable the candidate to keep in touch with the business, receive regular job updates and in turn apply for a role matching their interests.

REFER TO THE TALENT NETWORK VIA OUR WEBSITE:

Online Talent Network Referral Process:

1. Go to wynrefer.com or internaljobs.wyndhamdesintations.com (same thing)
2. Click 'Refer More Like You:



3. Login using your personal Taleo Login details (not your Wyndham Login); username: the email address you used when originally applying for a role with Wyndham and your own specific password. If you don't have an account, set up select the "**Register a new account**" option or "**Forgot your password?**" option to reset.
4. Once logged in enter your referral's email address and click submit:

Refer More Like You – *And Earn*

We want more like you.

Self-starters and team-players like you. Trailblazers and goal-chasers like you.

We're looking for vacation-fanatics like you. And leaders like you.

You know who they are.

So tap your network – and help us hire MORE LIKE YOU.

5. The candidate will then receive an email inviting them to join the Talen Network. Once the candidate applies for a job with Wyndham, their application will automatically be tracked as a referral in Taleo (our recruitment system).
6. A talent network referral is valid for up to 12 months after it has been made.
7. If you cannot refer using the online system, please ensure the candidate you have referred advises the recruiter or hiring manager when applying or during the interview process that they have been referred, this is so we can track this manually on the Staff Action Form.

3. EMPLOYEE REFERRAL PROGRAM BONUS AMOUNTS

You could be eligible for the following bonus amounts if your referred employee meets both tenure & program eligibility criteria!

The HR team manages the program eligibility criteria and your manager will advise if you are eligible to receive one of the following bonus benefits –

I. GENERAL COMPANY, CALL CENTRE & RESORT OPERATIONS:

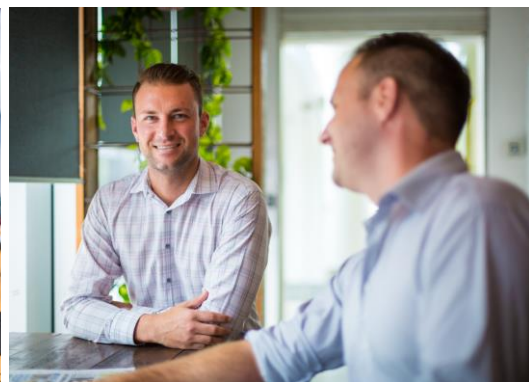
Referred Position	First time reward (pass probation)		Second time reward	
	Amount	Probation period	Amount	Period
Non Manager Level	RMB500/AUD100	2 month	RMB500/AUD100	6 month
Manager Level	RMB500/AUD100	6 month	RMB1000/AUD200	12 month

**The referring employee would get the reward amount in the next month's payroll day, the amount would first have been deducted the relate government requested tax.



EMPLOYEE REFERRAL PROGRAM RULES AND ELIGIBILITY

1. This Employee Referral Program Guidelines is effective as of 1st June 2017. Any referral made prior to this date will follow guidelines, bonus eligibility, qualifiers etc. as per the previous program.
2. All employees of Wyndham Destinations Asia Pacific are eligible for the referral bonus under this program except for the following:
 - a. Human Resources.
 - b. Departmental Managers and above.
 - c. Employees that are directly involved in the recruitment and/or hiring decision and/or that directly manage the team the new employee will be part of.
3. All referral bonus payments made under this program will be gross payments, be made through payroll and will be treated as taxable income for an employee.
4. The referring employee and the referred employee must both be current employees of Wyndham Destinations Asia Pacific at the time the referral bonus is due to be paid to the referrer. The referred employee must also meet or exceed the relevant qualifier if applicable. Employees from the *Talent Network* must have been hired within 12 months of being referred to the network.
5. All referral bonus payments will be paid in the local currency of where the referrer is based at the time that the referral bonus is due to be paid.
6. Wyndham Reward points are globally universal and amounts will remain as listed in this program.
7. Rehires are not eligible as referrals as part of this program.
8. All candidates are evaluated for employment consistent with Wyndham Destinations Asia Pacific policies based around Equal Opportunity and Diversity legislation.
9. Any disputes or interpretations of the program will be handled through Human Resources. Human Resources reserve the right to make final decisions regarding this program.



For further questions or information contact your manager, HR representative or HR@wyn.com