

Help to choose your colleagues – Refer a Friend!

At Three Steps, we are always looking for new care team members. A great way to find suitable people is when an existing employee refers a friend. These candidates are often a great fit to our teams, they are people you know, who you believe would be suited to working in our centres, within our model of care.

And the best part – you receive a reward as a Thank You from Three Steps!



The process

- The referral can be made in any of the following ways:
 - o The employee emails their friend's CV to their line manager or Hannah.Scully@threesteps.ie or kemi.ogunsola@threesteps.ie
 - o The candidate applies through Occupop, entering the employee's name in the Referral section/question.
- The application will be reviewed in the standard manner. If the friend is hired, the following payments apply:
 - o Full-time role: €1,000 when the new employee has 12 months' service.
 - o Part-time role (min. 50% hours): €500 when the new employee has 12 months' service.
 - o Relief panel: €250 will be paid once the new employee has demonstrated consistent availability to work, i.e. they have 12 months' service and delivered an average of at least 2 shifts per month. Note: Relief panel members are expected to complete a minimum of one shift per month, whereby more is preferable depending on the availability of shifts.
- If the new employee moves from relief to fulltime/part-time, payment is made up as follows:
 - o Pro rata calculation of Relief €250 based on months served as Relief
 - o Pro rata calculation of fulltime €1,000 / part-time €500, based on months served as fulltime/part-time
 - o Total payable after 12 months' service

The terms

- All roles which are being advertised, either internally or externally, are open for referrals.
- All Three Steps employees, regardless of role, are eligible for the Refer-a-Friend reward.
- The amounts above are before tax, and payment is processed as tax efficiently as possible.
- Payment applies if the friend becomes an employee within 12 months of being referred.
- The person making the referral must be an existing employee (in the pre-employment compliance process) on the date when the referral is made, and on the date when payment falls due.
- If the referring employee resigns, any amount payable after the date of resignation is not processed.
- The scheme does not apply to referrals related to:
 - o temporary staff such as agency CTMs who are already known to Three Steps
 - o candidates who are or have been on student placement or voluntary work with Three Steps
 - o candidates who have previously worked for Three Steps
 - o candidates who are already within the recruitment process (e.g. direct applicants, referrals from others)
- This scheme is subject to ongoing review and may be changed in line with business needs.

Please tell us about anyone you know who might like to join the team!