

## **Wyndham Vacation Resorts Asia Pacific**

## **Wyndham Hotel Group South East Asia & Pacific Rim**



## **Employee Referral Program Guidelines**

**Effective 1<sup>st</sup> June 2017**

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! There could be some great benefits eligible for you if the person you have referred meets various criteria as per the program guidelines!

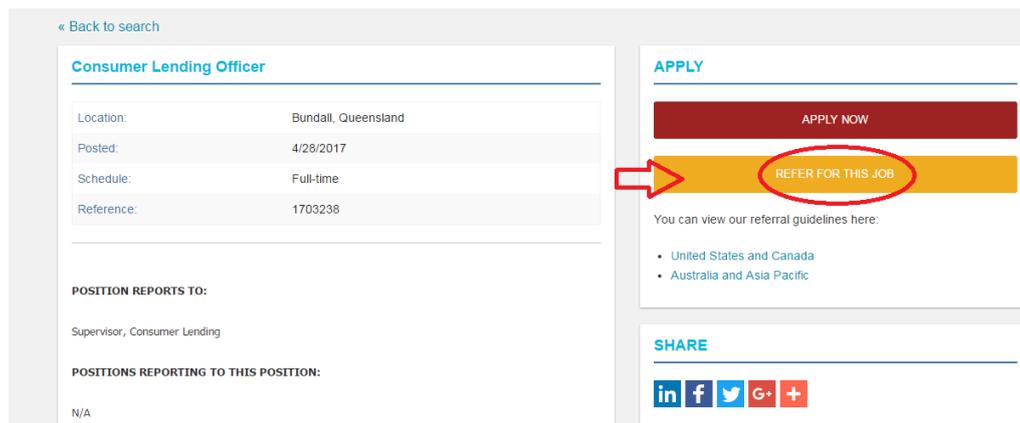
If you are considering referring someone they will need to display the following Wyndham criteria & values:

**INTEGRITY – LEADERSHIP – INNOVATION – GROWTH – COM! ATTITUDE!**

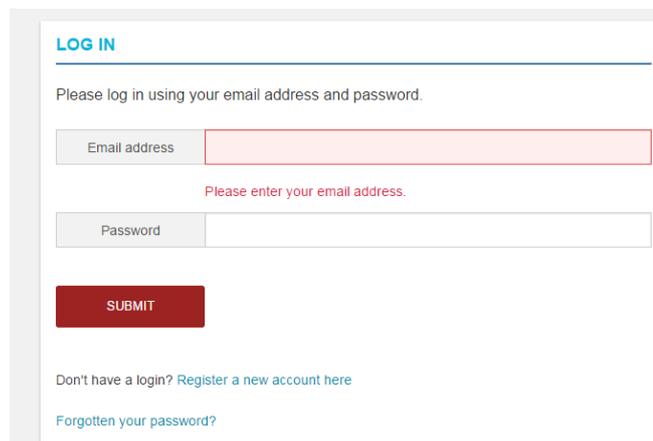
# 1. HOW TO REFER A CANDIDATE TO A SPECIFIC ROLE?

WVRAP employees can refer candidates for a specific job. There could be some great benefits eligible for you if the person you have referred meets various qualifiers as per below guidelines including monetary amount and Wyndham Reward Points!

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



4. Login using your Taleo (our recruitment system) Login details; username: email address 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.



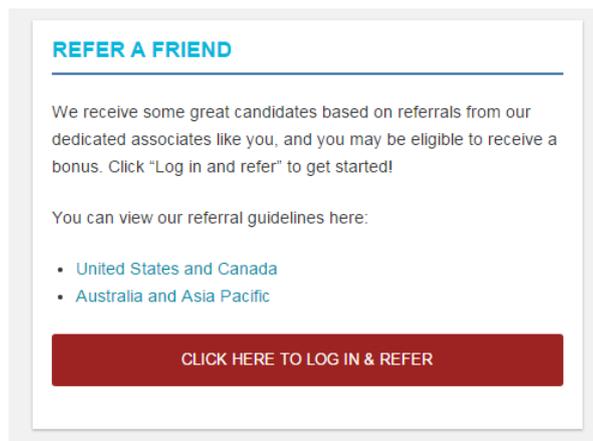
5. Once logged in enter your referral's name and email address.
6. The candidate will then receive an email inviting them to apply for the specific job or join the Talent Network.
7. Once the candidate applies for a job with Wyndham, their application will automatically be tracked as a referral in Taleo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

## 2. HOW TO REFER A CANDIDATE TO THE TALENT NETWORK

WVRAP employees can also refer candidates to join our **Talent Network** via our [www.wynrefer.com](http://www.wynrefer.com) website or via SMS. This will enable the candidate to keep in touch with the business, receive updates relevant future opportunities, and in turn apply for a role matching their interests.

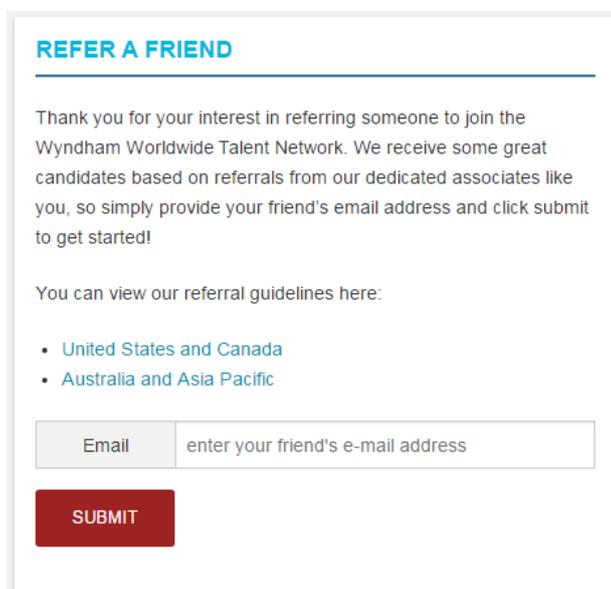
### REFER TO THE TALENT NETWORK VIA OUR WEBSITE:

1. Go to [wynrefer.com](http://wynrefer.com) or [internaljobs.wyndhamworldwide.com](http://internaljobs.wyndhamworldwide.com) (same thing)
2. Click to log in



The screenshot shows a web page titled "REFER A FRIEND". The text reads: "We receive some great candidates based on referrals from our dedicated associates like you, and you may be eligible to receive a bonus. Click 'Log in and refer' to get started!". Below this, it says "You can view our referral guidelines here:" followed by two bullet points: "United States and Canada" and "Australia and Asia Pacific". At the bottom, there is a red button with the text "CLICK HERE TO LOG IN & REFER".

3. Log in - using the email address and password that was used when you applied to work at Wyndham. There is a Forgotten Password option if needed.
4. Enter your friend's email address and click Submit:



The screenshot shows a web page titled "REFER A FRIEND". The text reads: "Thank you for your interest in referring someone to join the Wyndham Worldwide Talent Network. We receive some great candidates based on referrals from our dedicated associates like you, so simply provide your friend's email address and click submit to get started!". Below this, it says "You can view our referral guidelines here:" followed by two bullet points: "United States and Canada" and "Australia and Asia Pacific". At the bottom, there is a form with a label "Email" and a text input field containing "enter your friend's e-mail address". Below the form is a red button with the text "SUBMIT".

5. 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.

## REFER TO THE TALENT NETWORK VIA SMS TEXT MESSAGE:

WVRAP employees based in Australia and Singapore only (at this stage), can also refer candidates to the business via mobile phone by following these steps:

1. Text WYNREFER to **0476857179 if based in Australia, +6590913770 if based in Singapore** (*data and message rates may apply*)
2. The referrer may be asked some questions to confirm identity.
3. Referrer to provide candidate's email address.
4. The candidate will then receive an email inviting them to join our **Talent Network**.
5. The candidate can then log in, search and apply for jobs that are relevant to them.
6. Once the candidate applies for a job with Wyndham, their application will automatically be tracked as a referral in Taleo (our recruitment system).
7. A referral is valid for up to 12 months after it has been made.

### 3. HOW TO REFER A CANDIDATE IF REFERRER IS BASED IN FIJI:

For employees based at the Wyndham Denarau property, we encouraged employees to refer candidates online for a specific job or for the **Talent Network**.

If this is not possible and they are referring to the Wyndham Denarau property, they are required to have their candidate complete a hard copy [Referral Application Form – Fiji](#)

The referrer is then to deliver the candidate’s form directly to Human Resources for processing. A referral is valid for up to 12 months after it has been made.


**APPLICATION FORM - WYNDHAM DENARAU ISLAND, FIJI**

First name: _____		Last name: _____			
Telephone: _____		Mobile: _____			
Email: _____		(please tick one):    MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>			
Job Applied for: _____					
Applied Online:    YES <input type="checkbox"/> NO <input type="checkbox"/>					
PREVIOUS HISTORY					
PREVIOUS EMPLOYMENT HISTORY (last two jobs)		COMPANY	POSITION	STATUS	Office Use ONLY
From: _____	To: _____			FT / Fix / Cas	
From: _____	To: _____			FT / Fix / Cas	
Reason for leaving: _____					
YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, why? _____	
Have you previously worked for Wyndham Worldwide or any of its subsidiaries?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Reason for leaving? _____					
ADDRESS					
Address Residential: _____					
Telephone number: _____		Other: _____			
Address Postal: _____					
Telephone number: _____		Other: _____			
Are you a member of the LOC?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, which family: _____					
WERE YOU REFERRED TO THIS EMPLOYMENT OPPORTUNITY?					
Were you referred by a Wyndham Vacation Resorts Asia Pacific existing employee?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please write their full name and property worked at: (please print) _____					
If referred by an existing employee at Wyndham Denarau, please ensure this person hands this application form to HR directly.					
Forms to be attached with this application					
TIN <input type="checkbox"/>	FNPF <input type="checkbox"/>	CV <input type="checkbox"/>	Copies of Trade certificates <input type="checkbox"/>	Copies of licences <input type="checkbox"/>	
Please note that your application will be treated as null and void if TIN, Bank Details, FNPF or CV is missing from this application.					
I complete this form with the knowledge that my private information will be kept confidential and secure by Wyndham vacation Resorts Asia Pacific. I have completed this form to the best of my knowledge and have not falsified any information.					Name: (please print) _____
					Signature: _____
Office Use ONLY					
Profile created in Taleo if applicable:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Referral name entered in Taleo as part of profile if applicable:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Job considered for: _____		Req Number: _____			
SAF significant date for referral if applicable:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Start date: _____					



## 4. 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 - *The following bonus amounts are eligible to Australia, NZ, Fiji, Singapore & Thailand based employees only. If you are located in another country not listed and looking to refer please contact your HR representative*

### I. SALES

Position	3-Month Tenure	6-Month Tenure	12-Month Tenure
Sales Representative (including Owner Enhancements), Discovery Representative	AUD/NZD/SGD/FJD \$1000 THB 2000	AUD/NZD/SGD/FJD \$1500 THB 3000	AUD/NZD/SGD/FJD \$5000 THB 5000  <i>and 30,000 Wyndham Reward Points</i>
Sales Manager, Sales Director	AUD/NZD/SGD/FJD \$1000 THB 2000	AUD/NZD/SGD/FJD \$1500 THB 3000	AUD/NZD/SGD/FJD \$5000 THB 5000  <i>and 30,000 Wyndham Reward Points</i>
Project Director, Area Project Director, VP Sales (Regional)	NA	AUD/NZD/SGD/FJD \$2500 THB 5000	AUD/NZD/SGD/FJD \$5000 THB 10000  <i>and 30,000 Wyndham Reward Points</i>

#### **Qualifiers – Sales & Discovery Representatives, Sales Manager, Sales Director**

*3-Month Tenure: Referee to have met minimum bonus hurdle for one calendar month, as per relevant bonus plan.*

*6-Month & 12-Month Tenure: Referee to be performing at 110% or above the relevant 90-day VPG hurdle. Deals written within the 3 month period need to be transmitted by 25<sup>th</sup> day of the following month.*

#### **Qualifier – Owner Enhancement Sales Representative**

*3-Month Tenure: Referee to have written at least 12 \*transmitted deals.*

*6-Month Tenure: Referee to have written at least \$310,000 in \*transmitted sales since commencement of employment.*

*12-Month Tenure: Referee to have written at least \$1,000,000 million in \*transmitted sales since commencement of employment.*

*\*Sales to transmit by the 25<sup>th</sup> day of the following month.*

#### **Qualifiers – Project Director, Area Project Director, Vice President Sales (Regional)**

*6-Month & 12-Month Tenure: Referee to have achieved YTD Net Profit target for their site or region as per relevant bonus plan. Deals written within the period need to be transmitted by the 25<sup>th</sup> day of the following month.*

## II. FIELD MARKETING

Position	3-Month Tenure	6-Month Tenure
Community Marketing Agent / Team Leader	AUD/NZD/SGD/FJD \$300 THB 800	AUD/NZD/SGD/FJD \$600 THB 1600  <i>and 15,000 Wyndham Reward Points</i>
In-House Resort Host	AUD/NZD/SGD/FJD \$500 THB 1000	AUD/NZD/SGD/FJD \$1000 THB 2000  <i>and 15,000 Wyndham Reward Points</i>
Community Marketing Program Manager / Supervisor	AUD/NZD/SGD/FJD \$750 THB 2000	AUD/NZD/SGD/FJD \$1500 THB 3000  <i>and 30,000 Wyndham Reward Points</i>
In-House Resort Host Manager / Supervisor, Universal Agent Manager / Supervisor	AUD/NZD/SGD/FJD \$750 THB 2000	AUD/NZD/SGD/FJD \$1500 THB 3000  <i>and 30,000 Wyndham Reward Points</i>
Regional Field Marketing Manager	AUD/NZD/SGD/FJD \$1000 THB 3000	AUD/NZD/SGD/FJD \$2000 THB 7000  <i>and 30,000 Wyndham Reward Points</i>

### **Qualifiers – Community Marketing Program**

*Community Marketing Agent 3 & 6-Month Tenure: Must be meeting minimum Tour Rate Per Hour target in accordance with budget.*

*Community Marketing Program Manager/Supervisor 3 & 6-Month Tenure: Must be meeting 100% of site CMP guests target and 100% of CPG target as per relevant bonus plan on a 90-Day/180-Day basis.*

### **Qualifiers – In-House Marketing Program**

*In-House Resort Host 3 & 6-Month Tenure: Must be meeting 100% of penetration target as per relevant bonus plan on a 90-Day/180-Day basis.*

*In-House Resort Host Manager/Supervisor 3 & 6-Month Tenure: Must be meeting 100% of site team penetration target and 100% of CPG target as per relevant bonus plan on a 90-Day/180-Day basis.*

### **Qualifiers – Regional Field Marketing Manager**

*3 & 6-Month Tenure: Must be meeting 100% of Region CMP guest target, 100% of Region penetration target and 100% of CMP and In-House CPG target as per relevant bonus plan on a 90-Day/180-Day basis.*

### III. GENERAL COMPANY, CALL CENTRE OPERATOR AND RESORT OPERATIONS:

Position	3-Month Tenure	6-Month Tenure
Associate level employee	AUD/NZD/SGD/FJD \$300 THB 800	AUD/NZD/SGD/FJD \$600 THB 1600  <i>and 15,000 Wyndham Reward Points</i>
Professional/management level employees	AUD/NZD/SGD/FJD \$500 THB 1000	AUD/NZD/SGD/FJD \$1000 THB 2000  <i>and 30,000 Wyndham Reward Points</i>
Senior management level employees and above	AUD/NZD/SGD/FJD \$1000 THB 3000	AUD/NZD/SGD/FJD \$2000 THB 7000  <i>and 30,000 Wyndham Reward Points</i>

## 5. EMPLOYEE REFERRAL PROGRAM RULES AND ELIGIBILITY

1. The new Employee Referral Program Guidelines, June 2017 will come into effect as at 1<sup>st</sup> 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 Vacation Resorts 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 Vacation Resorts 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 Vacation Resorts 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](mailto:HR@wyn.com)**