



## **Wyndham Worldwide Associate Referral Program Guidelines**

In alignment with our Count On Me! service culture, we count on associates, our greatest resources, to refer individuals who embrace and exhibit our core values to help drive our business forward.

Wyndham Worldwide is dedicated to rewarding associates for identifying and referring top talent into our organization. The Associate Referral Program (ARP) rewards our associates for making successful full-time referrals who are hired into our organization.

ARP guidelines apply to US-and Canadian based associates within Wyndham Worldwide Corporate Services, Wyndham Hotel Group, Wyndham Destination Network (which includes RCI and Wyndham Vacation Rentals North America) and Wyndham Vacation Ownership.

### **Associates Eligible for Referral Bonus:**

- Active full or part-time US-and Canadian based associates, up to and including SM band
- Seasonal hires based on Business Unit (BU) guidelines

**Ineligible:** Contractors/consultants, interns, temporary associates, Vice Presidents (EM Band) or above, Human Resources (generalist function and staffing/recruiting), associates or managers with direct reporting or matrix relationships with the referral and decision makers in the interview/hiring process

### **Applicants Eligible to be Referred:**

- Full-time and part-time
- Seasonal-based on BU guidelines
- New hires starting on or after 1/1/2016

**Ineligible:** Contractors/consultants, interns, temps, rehires

Refer to the individual BU guidelines below for detailed program information:

[WWC](#)  
[WDN](#)  
[WDN \(Spanish\)](#)  
[WHG](#)  
[WVO](#)



### **Referral Payouts:**

See below for specific BU payout amounts.

\*Payouts are contingent on the new hire and associate being actively employed at the time of payout.

Bonus payments will be processed through payroll and all applicable taxes will be withheld. Payment will be made in accordance with the associate's weekly paycheck option.

All questions, including those regarding eligibility of a referral, should be referred to Corporate Staffing or your local Human Resources representative.

### **How to Refer a Candidate – Online**

There are two ways you can use the online referral system to refer someone. You can either refer them for a specific job, or invite them to join our Talent Network so that they can keep in touch with us.

1. Visit <http://wynrefer.com>
2. If you would like to refer someone for a specific job, you can search for the jobs that are relevant
3. Click the "Refer" button. You may be asked to log in to the system
4. Enter your referral's name and email address
5. The person you referred will receive an email inviting them to join our talent network or apply for the specific job

When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

A referral is valid for up to 12 months after it has been made.



### **How to Refer a Candidate – SMS text message:**

You can also refer someone by sending SMS text messages from your mobile phone.

1. Send WYNREFER to 90206 (US) or 613-209-0063 (Canada)  
(message and data rates may apply)
2. If you have not used the system before, you will be asked some questions to confirm your identity
3. Provide your referral's email address
4. The person you referred will receive an email inviting them to join our talent network. They can then search and apply for jobs that are relevant to them

When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

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### **Who Are We Looking To Hire?**

We are looking for qualified candidates who fit into our culture, which is based largely on our core values and "Count On Me!" service promise. At its core, the promise is about going that extra mile, giving 110%, and showing others that they can count on you for a helping hand. We look to hire talent into our company who will grow with us as we drive our business forward.

We also look for people who will be proud to be themselves, so that they'll bring their diverse perspectives with them to work every day, helping to enrich our business, and ultimately provide great experiences for our customers, our partners, and each other.

Wyndham Worldwide is an Equal Opportunity Employer.



**Payout Amounts by Business Unit**

Wyndham Corporate Services	Tenure	Payout
Non-exempt	60 days	\$1,000
Exempt	60 days	\$1,500

Wyndham Destination Network	Tenure	Payout
WDN and RCI Non-exempt	60 days	\$1,000
WDN and RCI Exempt	60 days	\$1,500
RCI Call Center Guides	60 days	\$300
WVR NA - Seasonal	End of Assignment	\$300
WVR NA– Full-Time Regular (all position levels & locations)	60 days	\$500
WVR NA– Part-Time Regular (all position levels & locations)	60 days	\$250

Wyndham Hotel Group	Tenure	Payout
<b>Corporate</b>		
Non-exempt	60 days	\$1,000
Exempt	60 days	\$1,500
<b>Managed Properties</b>		
Non-exempt and Professional	60 days	\$300
Manager	60 days	\$500
Directors and Executive Committee	60 days	\$1,000

Wyndham Vacation Ownership	Tenure	Payout
<b>Corporate, Resort Operations &amp; Contact/Call Centers</b>		
Associate (A) band	60 days	\$300
Professional (P) band	60 days	\$1,000
Management (M) band and Senior Management (SM) bands	60 days	\$1,500
<b>Marketing</b>		
	45 days	\$100
	90 days	\$250
	180 days	\$500
	365 days	\$1,000
	Elite	\$1,500



WVO-Sales-Prep Plus Rewards:		
Number of Referrals	1st Sale Reward	2nd Sale Reward
1st Referral	\$100	\$50
2nd Referral	\$200	\$100
3rd Referral	\$300	\$150
4th Referral	\$400	\$200
5th Referral (or more in a calendar year)	\$500	\$250

WVO-Sales-Prep Plus BONUS Rewards (for each individual referral)			
Length of Employment	In-House	Front Line	Bonus Reward
3 months	\$200,000	\$125,000	\$1,000
6 months	\$500,000	\$250,000	\$1,500
12 months	\$750,000	\$500,000	\$5,000
or			
12 months	\$1.25 million or more	\$1 million or more	\$10,000

**WVO Additional Program Detail**

**Marketing:**

First year of eligibility- if referral doesn't qualify in their first year due to program tenure requirements, they will be considered during their second year.

**Prep Plus Rewards:**

Referral counts for this portion of the payout are based on present employees only. Once a recruit leaves employment, the referring employee's referral count is adjusted to the present number of employed recruits. Management is eligible for PREP Plus Rewards. SM Band is not eligible for PREP Program.

**Prep Plus Bonus Award (For each individual referral):**

Management is eligible for the PREP Plus BONUS Rewards. \*Bonus payouts are based on selling reps commissionable sales. SM Band is not eligible for PREP Program.



## **Associate Frequently Asked Questions:**

**Q: How do I refer someone to work for our company?**

**A: How to Refer a Candidate – Online**

There are two ways you can use the online referral system to refer someone. You can either refer them for a specific job, or invite them to join our Talent Network so that they can keep in touch with us.

1. Visit <http://wynrefer.com>
2. If you would like to refer someone for a specific job, you can search for the jobs that are relevant
3. Click the “Refer” button. You may be asked to log in to the system
4. Enter your referral’s name and email address
5. The person you referred will receive an email inviting them to join our talent network or apply for the specific job

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When the person you referred applies for a job with us, we will automatically track that you referred them. You may receive a referral bonus if your referral is hired.

A referral is valid for up to 12 months after it has been made.



Bonus payments will be processed through payroll and all applicable taxes will be withheld. Payment will be made in accordance with associates' weekly paycheck option.

**Q: What if I am unable to submit my referral online? Is there any other way to refer a friend?**

**A:** There are two methods to refer a candidate; online through [wynrefer.com](http://wynrefer.com) or through SMS Text

If neither of these two options are available, please work with your local Human Resources or Staffing Representative to ensure you are eligible to participate in the program.

Regardless of the way you submit the referral, the candidate **must** fill out an application online.

**Q: Once I submit the information of the referral online what information will the referral receive?**

**A:** He or she will receive an email with an invitation to apply to a position through a unique URL. The referred person clicks the URL and is invited to complete the application for that position.

It is important that your referral uses that unique URL so that you are properly credited and receive any referral bonus if he or she is hired.

**Q: Will I receive an email notification that the referral has applied?**

**A:** Yes. Once the referred person applies an email is sent to the associate making the referral.

**Q: Can I refer someone to another Business Unit?**

**A:** Yes, associates may refer candidates across business units. The bonus amount will depend on the BU referral program in which the referral is hired. Visit the Business Unit specific guidelines as outlined above.

**Q: Can I refer someone to another site or location?**

**A:** Yes, associates may refer candidates across locations. The bonus amount will depend on the referral program in which the referral is hired, not based on your Business Unit. Visit the Business Unit specific guidelines as outlined above.

**Q: If my referral is not hired, will he/she be kept on file as a candidate for other positions?**

**A:** Associates are only eligible for bonus if the referred candidate is hired within 365 days. However, the candidate will remain in our applicant tracking system so he or she may be considered for other positions.

**Q: How soon will my referral hear about the status of their application?**



**A:** Each position is unique; the appropriate recruiter will contact your referral during the recruitment process.

**Q: Who decides if referrals are qualified?**

**A:** The Staffing Department, in conjunction with the Human Resources, reviews candidate submissions. The standard recruitment process is followed.

**Q: Is there a limit to the number of referral bonuses I can receive?**

**A:** There are no limits to the number of referral bonuses an associate can receive as long as they are submitted properly and are qualified per the guidelines.

**Q: Are all positions eligible for a referral bonus?**

**A:** Not all positions are eligible for a referral bonus. If a position is not eligible, it will state that when you view the position on [wynrefer.com](http://wynrefer.com). However, we still encourage you to refer qualified candidate and friends who you feel would be a great fit for the Company.

**Q: Are all of the referral bonuses the same amount?**

**A:** No, not all positions or business units payout the same amount. Please refer to the list below for more information specific to the referral amounts.

**Q: Will my referral payment be subject to taxes?**

**A:** Yes, taxes will be withheld.

**Q: Are all associates eligible to participate in this program?**

**A: Eligible:**

- Active full or part-time US-and Canadian based associates, up to and including SM band
- Seasonal hires based on BU guidelines

**Ineligible:** Contractors/consultants, interns, temps, rehires, EM band and above, HR (generalist function and staffing) and decision makers in the hiring process.

**Q: If I recommend someone for rehire, will I be eligible for the program?**

**A:** No. Only referrals that have never worked for Wyndham Worldwide as an associate, temporary employee or contractor will be eligible.

**Q: Can I refer a current associate?**

**A:** No. Only referrals that have never worked for Wyndham Worldwide or any of our Business Units as an associate, temporary employee or contractor will be eligible.

**Q: Who do I call if I have questions?**

**A:** If you have any questions regarding the ARP or about a specific position, please feel free to contact your local Human Resources representative or Staffing Department.