Referral Program

Process purpose and use cases

The **Referral Program** is designed to encourage SDU employees to recommend professionally qualified candidates for the university's open vacancies. The recommended candidate is referred to as a **"referral"**, while the SDU employee who submits the recommendation is called a **"referrer"**.

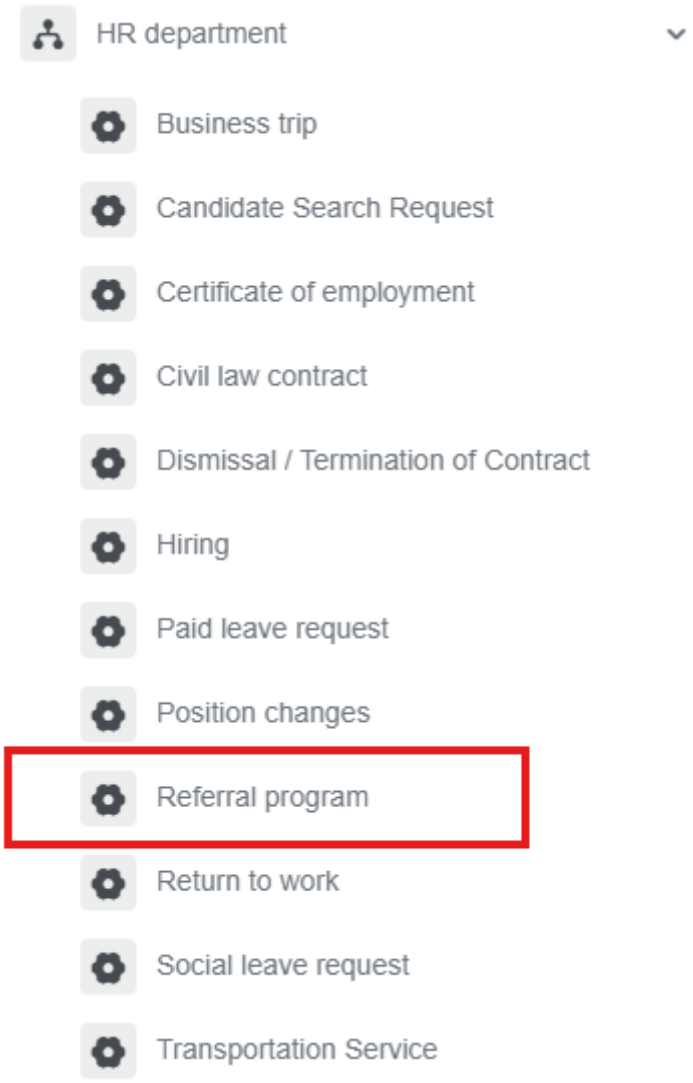
The referral process begins with a **special questionnaire**, where the referrer must provide complete information about the candidate.

If the referred candidate successfully passes the probation period, the referrer receives a predetermined **referral bonus**.

Special conditions:
● SDU employees **cannot** refer their close relatives (spouse, parents, children, or siblings) for any position.
● Senior management members (Rector, Vice Rectors, Deans) are **not eligible** for referral bonuses.
● HR department staff and faculty recruiters are **not eligible** for referral bonuses.
● Heads of structural units (faculty, department, center, or division heads) and administrative department employees **cannot** refer candidates for positions within their own departments but may refer candidates for other departments.
● Resumes submitted **outside** the special referral questionnaire **are not** considered part of the referral program.

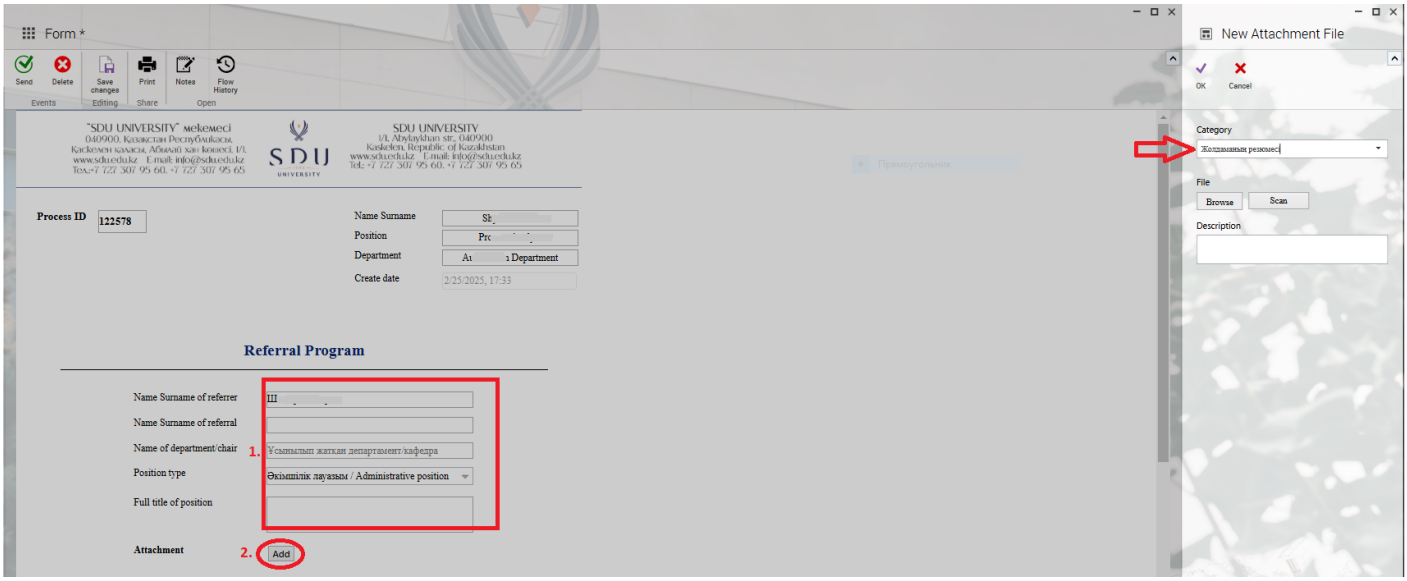
How can I initiate the Referral Program process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **HR Department→ Referral Program** process**.**

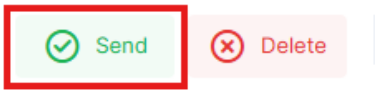


2 1) Fill in the required fields

2) When you click the "Add" button, a new window will open where you can review the referral's resume on the left side



3. Once the required information is provided, click the "Send" button.

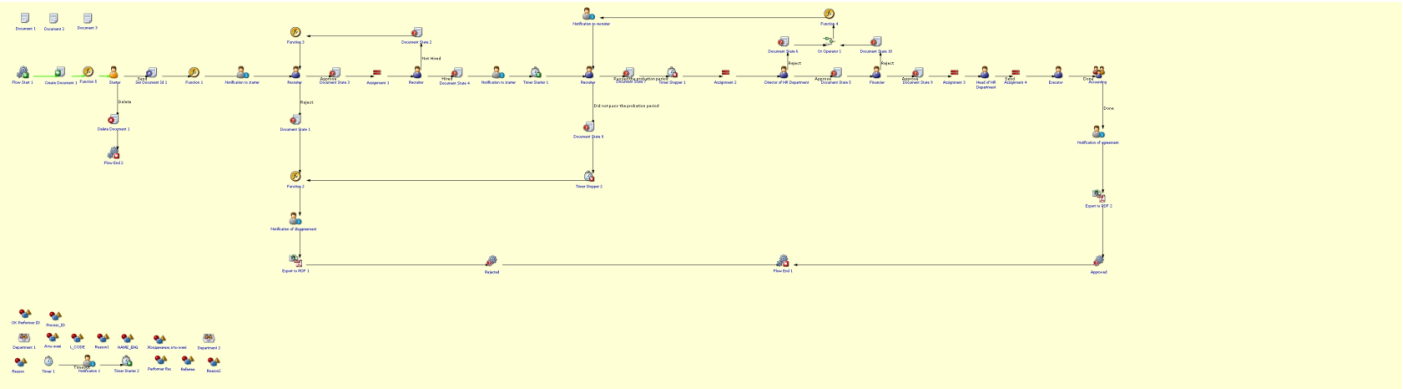


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Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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