



May 2, 2022

### **Faculty Recruitment Referral Policy**

For any organization, the foundation on which success is built is its human resources. High quality human resources leads to better outcomes. For an academic institution, faculty are a key component of the overall human resources pool. IMI New Delhi's endeavor is to attract and hire faculty who are strong in research as well as teaching. Finding good faculty is always a challenge and involves using a search firm and announcements on different platforms. To further strengthen the search for good quality faculty, current employees of IMI New Delhi are encouraged to identify good candidates and then request them to apply. Selection will continue to be based on the prevailing rigorous faculty recruitment process. In order to encourage current employees of IMI New Delhi to actively participate in the search process, the following faculty referral program will be implemented.

- 1) An employee should ask a potential faculty candidate to apply by filling up the application form provided on the careers section of our website.
- 2) Instead of emailing the application form to the email address specified on the careers section of the website, the candidate should email the application form to the employee who is referring them.
- 3) The employee who is referring the candidate should then email the filled application form to [dqoffice@imi.edu](mailto:dqoffice@imi.edu) stating in the body of the email that they are referring this candidate.
- 4) If the candidate is selected for a faculty position and joins IMI New Delhi, then the employee referring them will become eligible for a referral incentive.
- 5) The referral incentive will be paid to the referring employee after the successful confirmation of the faculty member on the completion of one year of probation. This amount will be paid even if the referring employee at that time is no longer with IMI New Delhi due to superannuation or resignation.
- 6) The amount of the referral incentive will be 10% of the total annual CTC of the faculty member at the time of joining IMI New Delhi. This amount will be paid as per the calculation of the CFO.