Employee Referral Form

# Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate’s resume, application, or both, to the Human Resources department.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award of $amount after the new employee has worked for Company Name for 90 days.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

# Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: | | Employee Name | Date: | Date |
| Employee ID: | | Employee ID | Department: | Department |
| Email: | Email | | Telephone: | Telephone |

# Referral Information

|  |  |  |
| --- | --- | --- |
| Candidate Name: | | Candidate Name |
| Email: | | Email |
| Telephone: | Telephone | |
| Position Referred For: | Position | |

|  |
| --- |
| Why this candidate is qualified for this position: |
| Reason candidate is qualified for position |

# For Human Resources Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: | Date | Interviewed? | Enter answer here |
| Hired? | Enter answer here | Award Date: | Date |