



Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it to your Human Resources Business Partner.
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 at 6 months (50%) and 1 year (50%). Both you and the candidate must be employed and in good standing at the time of the award.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position (see Employee Referral Bonus Program Policy for more details).
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: _____ Date: _____
Employee ID: _____ Department: _____
E-Mail Address: _____ Phone No: _____

Referral Information

Candidate Name: _____
E-Mail Address: _____
Phone No: _____
Position Referred For: _____

Why this candidate is qualified for this position:

For Human Resources Use Only

Date Received: _____ Interviewed? _____
Hired? _____ Award Date: _____