



EMPLOYEE REFERRAL FORM

REFERRING EMPLOYEE

EMP NAME

EMP ID

DEPARTMENT

EMAIL

TELEPHONE

DATE SUBMITTED

CANDIDATE

NAME

EMAIL

TELEPHONE

POSITION FOR WHICH
CANDIDATE IS REFERRED

REFERRAL GUIDELINES AND INSTRUCTIONS

Return the completed form to HR with the referred candidate information prior to their scheduled interview.

A referral award will be issued based on the guidelines laid out in the referral bonus structure.

Employees responsible for hiring decisions regarding the position for which the candidate is referred are not eligible to receive referral awards.

Candidates referred by multiple employees will only result in one referral award. The award will be issued to the employee referral submission first received.

Employee referral bonus amounts may be higher if we hire a referred candidate in a hard-to-fill role. These roles are determined by senior management.

STATE YOUR BELIEF AS TO WHY THE REFERRED CANDIDATE IS BEST QUALIFIED FOR THE AVAILABLE POSITION

HUMAN RESOURCES USE ONLY

DATE RECEIVED

DATE OF CONTACT

DATE OF INTERVIEW

DATE OF HIRE

DATE OF AWARD ISSUE

HR REP NAME

HR REP SIGNATURE

NOTES: