



EMPLOYEE REFERRAL SHEET

<u>EMPLOYEE DETAILS</u>	<u>REFERRED CANDIDATE'S DETAILS</u>
Name of the Employee: _____	Name of the referred candidate: _____
Position in the Company: _____	Position applying for: _____
<u>Contact Information</u>	<u>Contact Information</u>
E-mail address: _____	E-mail address: _____
Phone number: _____	Phone number: _____

<u>PERSONAL DETAILS</u>
1. State your relationship to the candidate: <input type="checkbox"/> Former co-worker (Company: _____) <input type="checkbox"/> Family <input type="checkbox"/> School/Academics <input type="checkbox"/> Others _____.
2. How long have you known this person? _____.
3. How would you describe him/her as a person or as an employee? (Brief description of the candidate being referred) _____ _____ _____

*****TO BE ACCOMPLISHED BY THE HR DEPARTMENT ONLY*****

<u>HIRING DETAILS</u>	
Candidate's Date of Employment: _____	Candidate's Date of Regularization: _____
Position Title: _____	Department: _____
Referrer's Name: _____	Position in the Company: _____
Amount of Incentive: _____	
Recommended By: _____	Approved By: _____