## **Employee Referral Form**

| **Referral Guidelines** | | | | | | | | | | | |
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| 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 Resource department at [HRs email address]. 2. You are eligible for a referral award only when you refer to external candidates. 3. If the candidate you refer is hired, you will receive a referral award of [Rs. X] after the new employee has worked for [Company Name] for three months. 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: | | | | |  | | | | | Date: |  |
| E-Mail Address: | | | |  | | | Telephone Number: | |  | | |
|  | | | | | | | | | | | |
| **Referral Information** | | | | | | | | | | | |
| Candidate Name: | | | |  | | | | | | | |
| E-Mail Address: | | |  | | | | Telephone Number: | |  | | |
| Position Referred For: | | | | | |  | | | | | |
| Why this candidate is qualified for this position: | | | | | | | | | | | |
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| **For Human Resources Use Only** | | | | | | | | | | | |
| Date Received: | |  | | | | | Interviewed? |  | | | |
| Hired? |  | | | | | | Award Date: |  | | | |