

## 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 to the Human Resource department.
2. You are eligible for \$500 referral bonus only when you refer external candidates. (Less state and federal taxes) Referral bonus is paid once the employee has completed 90 days of continuous employment
3. Only if the candidate you referred is hired, you will receive a referral bonus. No referral fees paid for contractors or contractors converting to fulltime employees.
4. Employees involved in the hiring decision for a particular position are not eligible for referral bonuses for that position. Manager's and Leadership Team are NOT eligible for referral bonus'

## Employee Information

Employee Name: Saurabh Mistry Date: 06/07/2016  
 Email Address: saurabh.mistry@infostretch.com Phone Number: 3233736852

My relationship and knowledge of this candidate is:

☐ Former Work Peer ☐ Former Supervisor ☒ Friend ☐ Family Member ☐ Other

If other please explain: \_\_\_\_\_

My evaluation of this candidate is: (5 equals highest)

Experience	1	2	<b>3</b>	4	5
Job-Related Skills	1	2	3	<b>4</b>	5
Responsibility	1	2	3	<b>4</b>	5
Related Education	1	2	3	<b>4</b>	5
Interpersonal Skills	1	2	3	<b>4</b>	5

Comments: \_\_\_\_\_

## Referral Information

Candidate Name: Vaibhav Mistry Phone number: 6174477357  
 Email Address: mistry.v@husky.neu.edu Position Referred For: Software Engineer

## For Human Resource Use Only

Date Received: \_\_\_\_\_ Interviewed: \_\_\_\_\_

Hired: \_\_\_\_\_ Date Hired: \_\_\_\_\_