



CORPORATE RECRUITING

Employee Referral Bonus Form

1. To refer a potential employee, please complete this form and return it via email, along with a copy of the prospective candidate's resume, application, or both, to the Corporate Recruiting department — contact Patti Millican at pmillican@schafermd.com for Schafer/KCi referrals, or Sandi St. John at sandi.stjohn@asolutions.com for Asynchrony referrals.
2. If the candidate you refer is hired, you will receive a predetermined referral award after the new employee has worked for Schafer Corporation or its associated subsidiaries for 90 days.
3. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
4. Only one referral award can be given per candidate.

EMPLOYEE INFORMATION

Employee Name	Date
Employee ID	Division
Email Address	Phone #

How do you know the candidate?

How will the candidate best fit within our organization?

What else should we know about the candidate?

REFERRAL INFORMATION

Referral Name	Phone #
Email Address	Position:

CORPORATE RECRUITING USE ONLY

Date Received	Interview Date
Hired?	Award Date