

Employee Referral Form

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, application, or both, to Organizational Development.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired for an outsourced assigned position, you will receive a referral award of \$200 after the new employee has worked for On-Target for 90 days.
4. If the candidate you refer is hired for a position other than an outsourced assigned position, you will receive a referral award of \$150 after the new employee has worked for On-Target for 90 days.
5. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
6. 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.
7. Employee referral form must be submitted to Organizational Development within 30 days following the employee's 90 days.

Employee Information

Employee Name: _____ Date: _____

Employee ID: _____ Department: _____

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:

For Organizational Development Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____