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EMPLOYEE REFERRAL FORM

REFERRAL GUIDELINES

- To refer a potential employee, please complete this form and return it along with a copy of the prospective candidates resume, application, or both to your manager.
- You are eligible for a referral award only when you refer external candidates.
- If the candidate, you refer is hired and satisfactorily completes the Introductory Period (first 60 days of employment) you will receive your referral bonus of \$500.00.
- Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the bonus will go to the employee that filed the first Employee Referral Form.

EMPLOYEE INFORMATION

Employee Name

Date

Employee Signature

REFERRAL INFORMATION

Candidate Name

Candidate Phone No

Candidate Email Address

Position Referred For

Why is this candidate qualified for this position?

FOR MANAGEMENT USE ONLY

Date Received

Interviewed

Hired

Bonus Date