Employee Referral Form

Use this form to refer a candidate for an open position. One form per candidate. Referrals are reviewed against the same criteria as every other applicant. Bonus eligibility is set by the Employee Referral Policy in effect on the date this form is received.

ABOUT YOU (REFERRING EMPLOYEE)

Your full name

Employee ID

Job title

Department / site

Manager's name

Work email

Phone

ABOUT THE CANDIDATE

Candidate full name

Candidate email

Candidate phone

City and state

Current or most recent job title and employer

LinkedIn or online profile (optional)

Resume attached

☐ Yes ☐ No, candidate will apply directly

POSITION

Job title of the open position

Requisition or job ID (if known)

Location or site

If not this role, other roles the candidate may fit

Shift or schedule the candidate is available for

YOUR RECOMMENDATION

How do you know the candidate?

☐ Worked together (I was their peer) ☐ Worked together (I managed them)
☐ Worked together (they managed me) ☐ Studied together ☐ Friend or acquaintance
☐ Family member ☐ Other

How long have you known them, and in what setting?

Have you seen their work directly?

☐ Yes ☐ No

Why would they be good in this role? Give specific examples.

Anything the recruiter should know (availability, notice period, preferred contact time)

CANDIDATE CONSENT

☐ I confirm the candidate knows I am referring them and agreed that the Company may contact them about this and similar roles.

REFERRER ACKNOWLEDGMENT

☐ A referral does not guarantee an interview or a job offer. All candidates go through the standard selection process.

☐ Referral bonuses are paid only as described in the Employee Referral Policy, including any minimum employment period for the new hire and for me.

☐ If the candidate already applied or was referred by someone else within the policy's ownership window, no bonus is due on this referral.

☐ Referral bonuses are taxable income and are paid through payroll.

☐ I will not share confidential details about the hiring process or compensation with the candidate.

SIGNATURE

Referring employee signature

Date

Date submitted

FOR HR USE ONLY

Date received

Candidate already in ATS? (date and source of first record)

Referral accepted as valid

☐ Yes ☐ No, duplicate ☐ No, ineligible referrer (e.g. hiring manager for own team) ☐ No, other

Recruiter assigned

Date candidate first contacted

Outcome

☐ Hired ☐ Not selected ☐ Withdrew ☐ On hold / talent pool

Start date

Bonus eligibility date

Bonus amount and payroll date

Referrer informed of outcome (date)