



**EMPLOYEE REFERRAL FORM**

**Referral Guidelines**

1. To refer a potential employee, please complete this form and return it to the Human Resource department. Notice of a referral must be given to Human Resources after a referral applies and before a hiring decision is made.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award of **\$400.00. \$250.00 when the employee starts work and \$150.00 after, if both employees remain employed with the University for six months. \*Payment will be in the form of a check.**
4. Hiring managers with direct or indirect reporting relationships with candidates, Human Resources staff and employees who refer immediate family members are not eligible for this program.
5. 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.

**Employee Information**

New Employee's Name: \_\_\_\_\_

Referred By: \_\_\_\_\_

**For Human Resources Use Only**

Date of Hire: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Initial Payment: \_\_\_\_\_ Initiated: \_\_\_\_\_ Complete: \_\_\_\_\_

6 month Payment: \_\_\_\_\_ Initiated: \_\_\_\_\_ Complete: \_\_\_\_\_