

EMPLOYEE REFERRAL FORM

REFERRING EMPLOYEE	
EMP NAME	
EMP ID	
DEPARTMENT	
EMAIL	
TELEPHONE	
DATE SUBMITTED	

CANDIDATE	
NAME	
EMAIL	
TELEPHONE	
POSITION FOR WHICH CANDIDATE IS REFERRED	

REFERRAL GUIDELINES AND INSTRUCTIONS

STATE YOUR BELIEF AS TO WHY THE REFERRED CANDIDATE IS BEST QUALIFIED FOR THE AVAILABLE POSITION

— Remember to include a copy of the candidate's resume and / or completed application with completed form. —

HUMAN RESOURCES USE ONLY	
DATE RECEIVED	
DATE OF CONTACT	
DATE OF INTERVIEW	
DATE OF HIRE	
DATE OF AWARD ISSUE	
HR REP NAME	
HR REP SIGNATURE	
	NOTES:

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