



STAFF REFERRAL PROGRAM

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 to the HR department. **THIS FORM MUST BE RECEIVED PRIOR TO THE CANDIDATE STARTING**
2. You are eligible for a referral award if you have been employed beyond your orientation period (90 days).
3. If the candidate you refer is hired, you will receive a referral award after the new employee has worked for Center for Family Services for at least 90 days.
4. Employees involved in the hiring decision for a particular position are not eligible. You do not qualify if the person you refer is within your chain of authority.
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.
6. Only your referral for an external candidate qualifies for this award.
7. Awards are paid with your regular, bi-weekly pay.

REFERRAL AWARDS - \$300

Employee Information

Employee Name: Employee Name Date: Date
 Employee ID: Employee ID Dept/Program: Department
 Email: Email Telephone: Telephone

Referral Information

Candidate Name: Candidate Name
 Email: Email
 Telephone: Telephone
 Position Referred For: Position

Why do you believe this candidate is qualified for this position:

For Human Resources Use Only

Date Received: Date Date of Hire: Date
 Award Date: Date G/L #: #
 HR Approval: Signature Finance Approval: Signature