



# The Guild for Human Services

## \$200 per successful referral

### Employee Referral Form

#### Referral Guidelines

1. To refer a potential employee, please complete this form and return it to the Human Resources Dept.
2. Employees are eligible for this award after they have successfully completed their 90-day probationary period.
3. Employees are eligible for a referral award only when they refer external candidates.
4. If the candidate you refer is hired, you will receive a referral award of \$100 after the new employee has worked for six months and an additional \$100 after working 12 months.
5. Employees involved in the hiring decision or in the reporting chain for a particular position are not eligible for referral awards for that position. Chief officers are not allowed to participate in this program.
6. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received by Human Resources will be the one rewarded if the candidate is hired.
7. Employees must adhere to the **Nepotism** policy in the Employee Handbook, "No employee shall directly supervise a relative, approve budgetary or expense requests of a relative or have any responsibility to evaluate the performance of a relative."

#### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

#### Referral Information

Candidate Name: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Position Referred For: \_\_\_\_\_  
Relationship: \_\_\_\_\_

#### For Human Resources Use Only

Date Received: \_\_\_\_\_ Interviewed: \_\_\_\_\_  
Hired: \_\_\_\_\_ Award Dates: \_\_\_\_\_