Employee Referral Form

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, application, or both, to the Human Resource department.

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 $500 after the new employee has worked for American Software Resources for 90 days.

4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.

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

Employee Name: _____ Date: _____

Employee ID: _____ Department: _____

E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Name: _____

E-Mail Address: _____ Telephone Number: _____

Position
Referred For: _____

Why this candidate is qualified for this position:

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____