

Employee Referral Form

REFERRAL GUIDELINES

1. To refer a potential employee, the person must indicate your name in the employment application and/or cover letter.
2. The new hire must be employed with Einstein for **180 days** before you receive the referral award.
3. If the referral is hired as an exempt employee, the referral award is \$500.00. If the referral is hired as a non-exempt employee, the referral award is \$150.00.
4. Casual/temp or per-diem hires are not eligible for the referral award.
5. Employees involved in the hiring decision for the particular position are not eligible for referral awards for that position.

Employee Name: _____

Date: _____

Banner ID: _____

Department: _____

Email: _____

Title: _____

REFERRAL INFORMATION

Candidate Name: _____

Email: _____

Telephone: _____

Position Referred for: _____

Department: _____

For Human Resources Use Only

Date Received: _____

Banner ID: _____

Hire Date: _____

Award Date: _____