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 an 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.

**REFERRAL INFORMATION**

Employee Name: ___________________________ Date: ___________________________

Banner ID: ___________________________ Department: ___________________________

Email: ___________________________ Title: ___________________________

Candidate Name: ___________________________

Email: ___________________________

Telephone: ___________________________

Position Referred for: ___________________________

Department: ___________________________

For Human Resources Use Only

Date Received: ___________________________ Banner ID: ___________________________

Hire Date: ___________________________ Award Date: ___________________________