## Employee Referral Form

# IPW, INC.

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| Referral Guidelines |
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| 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 $\_\_\_\_ after the new employee has worked for IPW, INC. 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.
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| 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: |  |