## 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. | | | | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | |
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| For Human Resources Use Only | | | | | | | | | | | | | | |
| Date Received: | | |  | | | | | | Interviewed? | |  | | | |
| Hired? |  | | | | | | | | Award Date: | |  | | | |