



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. HR@campcivitan.org
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 \$150. (\$50.00 after the new employee has worked for 30 days and \$100 after 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.
6. Employees will be paid referral bonuses within 2 weeks of their referral meeting each timeline qualifications.
7. The employee who earns the referral award must be employed at Civitan to receive a bonus.

Employee Information

Employee Name: _____ Date: _____

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

Hired Date: _____ Interviewed: _____

30days _____ 90 days: _____

Pd \$50 _____ Pd \$100: _____