# Employee Referral Form

**Purpose:** This form is used by employees to recommend qualified candidates for available job openings within the organization. Submitting a referral helps us identify potential talent and may be recognized through our employee referral program.

## Referring Employee Details

**Full Name:** {employeeName}

**Department:** {department}

**Email Address:** {email}

**Phone Number:** {phone}

## Candidate Information

**Full Name:** {candidateName}

**Email Address:** {candidateEmail}

**Phone Number:** {candidatePhone}

**Current Position/Title:** {candidateCurrentTitle}

**Current Employer:** {candidateCurrentEmployer}

**LinkedIn Profile:** {linkedin}

## Position Referred For

**Job Title:** {jobTitle}

**Department:** {jobDepartment}

**Job ID (if applicable):** {jobID}

## Why Are You Recommending This Candidate?

*Please describe the reasons for your recommendation, including relevant qualifications, experience, skills, and character traits.*

{recommendationReason}

## Relationship with Candidate

**How do you know the candidate?**

{relationship}

**How long have you known the candidate?**

{relationshipDuration}

## Resume and Attachments

**Resume Attached:** {resumeAttached}

**Additional Documents:** {otherAttachments}

## Referral Incentive Program

{#eligibleForIncentive}This referral is **eligible** for the employee referral incentive program. Please track and follow HR guidelines for incentive rewards.{/eligibleForIncentive}

{^eligibleForIncentive}This referral is **not eligible** for the employee referral incentive program.{/eligibleForIncentive}

## Candidate Skills

**List of Key Skills:**

{#skills}

* {skill}

{/skills}

## Interview Availability

**Preferred Contact Days:**

{#availableDays}

* {day}

{/availableDays}

## HR Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By** | **Review Date** | **Status** | **Notes** |
| {#hrReviews}{reviewer} | {reviewDate} | {status} | {notes}{/hrReviews} |