



REMINGTON COLLEGE

Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the applicant's resume, to the Vice President of Human Resources.
2. You are eligible for a referral bonus only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral bonus of \$100 after the new employee has worked for Remington College for 90 days.
4. Employees involved in the hiring decision for a particular position are not eligible for referral bonuses for that position.
5. Only one referral bonus can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one eligible for the referral bonus if the candidate is hired.

Employee Information

Employee Name: _____ Date: _____

Department: _____

Referral Information

Candidate Name: _____ Tel. Number: _____

Email Address: _____ Position Applied For: _____

For Management Use Only

Date Form Received: _____ Hired: YES NO

Date Form Provided to Payroll (if applicable): _____

For Payroll Use Only

Date of Hire: _____ 90 Days of Employment Date: _____

Paycheck Date of \$100 Referral: _____