



**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 Human Resources Department at corp.human.resources@remingtoncollege.edu.
2. You are eligible for a referral bonus only when you refer external candidates, and are employed by Remington College when all the eligibility conditions are met.
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.
6. The referred potential employee must be hired within six months of the referral form being submitted to Human Resources. The referral form must be submitted to Human Resources before the potential employee 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: _____