



Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it to the Accounting and Payroll department.
2. You are eligible for a referral award only when you refer non- "A" BEST INTERNATIONAL PLACEMENT AGENCY employees.
3. If the candidate you refer is hired, you will receive referral awards of **\$150.00** for contract after the new employee has finished the initial contract and **\$100.00** for part time after the new employee has worked for **200** hours.
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: _____
Position _____ Facility _____
E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Name: _____
E-Mail Address: _____ Telephone Number: _____
Position Referred For: _____

For Human Resources Use Only

Date Received: _____ Interviewed? _____
Hired? _____ Award Date: _____