



**Employee Referral Form**

**Referral Guidelines**

1. To refer a potential employee, please complete this form and return it to the Human Resources Department.
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 \$50.00 after the new employee has worked for ATLmovement Radio for 90 days.
4. The potential employee is responsible to return a copy of their resume, application, or both, to the Human Resource Department.
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: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_  
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**

Date Received: \_\_\_\_\_ Interviewed? \_\_\_\_\_  
Hired? \_\_\_\_\_ Award Date: \_\_\_\_\_