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|  | M & M Industries |

Employee Referral Form

# Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate’s resume, application, or both, 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 a $50.00 gift card after the new employee has worked for M & M Industries for 90 days.
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: |  |
| Employee ID: | |  | Department: |  |
| Email: |  | | Telephone: |  |

# Referral Information

|  |  |  |
| --- | --- | --- |
| Candidate Name: | |  |
| Email: | |  |
| Telephone: |  | |
| Position Referred For: |  | |

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| --- |
| Why this candidate is qualified for this position: |
| Reason candidate is qualified for position |

# For Human Resources Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: |  | Interviewed? |  |
| Hired? |  | Award Date: |  |