



Candidate Referral Form

Employee Name: _____

Department: _____

Candidate Name : _____

Position Applying for: _____

I have read and understand Elim Christian Service's Employee Referral Bonus Policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive a referral bonus of \$25 after the candidate has been employed for 3 months, \$50 after then have been employed for 6 months and \$75 after they have been employed for 12 months. I know that I must still be employed with Elim to receive the bonuses.

Employee Signature: _____

Date of referral: _____

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For HR use only

Date Received: _____

Candidate Hire Date: _____

3 month employment date: _____

6 month employment date: _____

12 month employment date: _____



Elim Christian Services Employee Referral Program

- I. **Purpose:** Elim Christian Services is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the organization longer and are a most cost effective recruit.

That's where you come in! If you know someone who would be a good addition to Elim Christian Services and they meet the qualifications for an existing opening, you may be awarded up to \$150 (less taxes) if you refer them for employment.

- II. **Eligibility Requirements:** All of the following requirements must be met in order for the referring employee to receive the Employee Referral Program award and payout.
 1. To be eligible for an award, the referring employee must submit a Candidate Referral Form to HR prior to the candidate being interviewed.
 2. The new candidate's start date will be considered the referral date used to determine eligibility.
 3. The referring employee and referred candidate must be actively employed at Elim Christian Services at the time of the Employee Referral Program cash award payout.
 4. All employees except the Vice President level and above, Human Resources personnel and managers with hiring authority over the referred candidates are eligible to refer candidates.
 5. The referral must represent the candidate's first contact with Elim Christian Services. Temporary, summer, contract, former employees and volunteers are not eligible candidates for referral awards.
 6. The referred candidate must have properly applied and been hired for an eligible position.
 7. The first employee to refer a candidate will be the only referring employee eligible for payment.
 8. Only candidates who meet the qualifications for the position will be considered.
 9. All information regarding the hiring decision will remain strictly confidential.
 10. Any disputes or interpretations of the program will be handled through Human Resources.
 11. All referral bonuses will be paid on the following schedule:
Referral Employees paid:
90 days after hire date - \$25.00
6 months after hire date - \$50.00
1 year after hire date - \$ 75.00
The employee referral incentive will be paid through regular payroll. All payments will be made to employees on the next paycheck after the date above.