



Brooklyn | Buffalo | Melville | Rochester

## EMPLOYEE REFERRAL FORM

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of person you are referring: \_\_\_\_\_

Position referred for: \_\_\_\_\_

Your relationship to the referral candidate (e.g., relative, friend, former co-worker): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why you think this person would make a good Laland Baptiste employee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### *For Human Resources Use only:*

Candidate interviewed? ☐ Yes ☐ No Date: \_\_\_\_\_

#### *Results of interview:*

- ☐ **Hired** (If so, start date: \_\_\_\_\_)
- ☐ **Application held for further consideration**
- ☐ **Not considered at this time**

Date Payroll should be notified regarding referral bonus: \_\_\_\_\_

Date referral bonus should appear on paycheck: \_\_\_\_\_

Human Resources Approval:	Date:
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