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# Employee Referral Form

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| Referral Guidelines |
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| 1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate’s current resume and application to the Human Resource department.
2. You are eligible for a referral award only when you refer candidates who are not current RCT employees.
3. If the candidate you refer is hired, you will receive a referral award of **$10,000 (**$5,000 after the new employee is hired and another $5000 after the individual has worked for RCT Systems for 90 days). Must be a current employee to receive each payout.
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 then the first referral received will be the one rewarded if the candidate is hired.
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| Employee Information |
| Employee Name: |  | Date: |  |
| Division: |  |  |  |
| 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: |  |

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_