

Employee Referral and Recommendation Form

This form is used by employees to refer qualified candidates for open positions within the company. Please fill out the information below, print the form, and submit it to the Human Resources department.

1. Referrer (Employee) Information

Employee Full Name:

Job Title:

Department:

Email Address:

Phone Number:

2. Candidate Information

Candidate Full Name:

Referred Position / Title:

Candidate Email Address:

Candidate Phone Number:

Your Relationship to the Candidate (e.g., former colleague, classmate):

How long have you known the candidate?

3. Recommendation & Evaluation

What are the candidate's key strengths and qualifications for this role?

Describe any notable professional achievements of the candidate:

Why do you believe this candidate would be a good fit for our company culture?

Additional comments or endorsement notes:

4. Sign-off for Print

By signing below, you confirm that you recommend this candidate based on their professional capabilities and potential fit.

Employee Signature (Sign after printing):

Date of Submission:

MM/DD/YYYY