

Candidate Referral Eligibility Verification Sheet

This form is used by Human Resources to verify the eligibility of a candidate referral for the employee referral bonus program. Please complete all sections before processing payment.

1. Referrer (Current Employee) Information

Referrer Full Name:

Employee ID:

Department / Team:

Email Address:

2. Candidate (Referral) Information

Candidate Full Name:

Referred Position / Role:

Application Date: (YYYY-MM-DD)

Hire Date (if applicable): (YYYY-MM-DD)

3. Eligibility Verification Checklist

Please type "YES" or "NO" to verify each condition:

Is the referrer currently an active employee?

Is the referrer's role eligible to receive referral bonuses (e.g., non-hiring manager, non-HR)?

Was the candidate submitted through an external recruitment agency?

Is the candidate a former employee or previous contractor of the company?

Was the referral submitted before the candidate's first interview?

4. HR Approval & Sign-Off

Verified By (HR Representative):

Verification Date: (YYYY-MM-DD)

Referral Bonus Approved (Type YES or NO):

Approved Bonus Amount (\$):

HR Signature (Print Name to Sign):

Sent to Payroll for Processing Date: (YYYY-MM-DD)