



Albert Einstein College of Medicine

## Employee Referral Form

### Referral Guidelines

- To refer a potential employee, the person must indicate your name in the employment application and/or cover letter.
- The new hire must be employed with Einstein for 180 days before you receive the referral award.
- If the referral is hired as an exempt employee, the referral award is \$1,000.00. If the referral is hired as a non-exempt employee, the referral award is \$500.00.
- Casual/temp or per-diem hires are not eligible for the referral award.
- Employees involved in the hiring decision for the particular position are not eligible for referral awards for that position.

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

Banner ID: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

### Referral Information

Candidate Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Position Referred for: \_\_\_\_\_

Department: \_\_\_\_\_

### For Human Resources Use Only

Date Received: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Award Date: \_\_\_\_\_