



METAL SHARK
METALSHARKBOATS.COM

Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resources department.
2. You are eligible for a referral award only when you refer external candidates. Employees may cash in on multiple referrals.
3. When your referral reaches *90 days employment*, you will receive a referral award of \$500 and they receive \$250. When the referral reaches *180 days employment*, you receive \$500 and they receive \$250. When the referral reaches *one year* of employment, you receive \$500 and they receive \$250.
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, the first referral received will be the one rewarded if the candidate is hired.

Employee Information

Employee Name: _____ Date: _____
Employee ID: _____ Department: _____

Referral Information

Candidate Name: _____
Telephone: _____
Position Referred For: _____

For Human Resources Use Only

Date Received: _____ Interviewed: _____
Hire Date: _____ Award Date: _____