Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it to Melanie Strowmatt (Olin Hall Rm. 100 or mstrowmatt@wustl.edu) prior to applicant’s hire.

2. All referred employees must have been documented by filling out this form and returning it to Melanie Strowmatt prior to hire (Olin Hall Room 100). The applicant must also name the referring employee on his/her application.

3. You are eligible for a referral award only when you refer external candidates.

4. If the candidate you refer is hired, you will receive a referral award of $500 after the new employee has worked for the Operations & Facilities Management Dept. for 12 months without any corrective action. The referring employee must be an active OFMD employee throughout the entire 12 months and at award time.

5. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.

6. Immediate family members are not eligible for the referral bonus program. Immediate family includes a spouse, domestic partner, child, stepchild, grandchild, grandparent, parent, stepparent, parent-in-law, daughter-in-law, son-in-law, brother, sister, half/step brother or sister, brother-in-law, sister-in-law, aunt, uncle, nephew, niece, or first cousin.

7. 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.

8. Eligible positions include Custodial, Mail & Receiving, FISC, and Engineering (trades positions).

Employee Information

Employee Name: ____________________________ Date: ____________________________
Employee ID: ____________________________ Department: OFMD
E-Mail Address: ____________________________ Phone No: ____________________________

Referral Information

Candidate Name: ____________________________
E-Mail Address: ____________________________
Phone No: ____________________________
Position Referred For: ____________________________

For Office Use Only

Date Received: ____________________________ Interviewed? ____________________________
Hired? ____________________________ Award Date: ____________________________

Questions? Please contact Melanie Strowmatt at 314-362-2534 or mstrowmatt@wustl.edu