

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) **before the applicant's hire**. All referred employees must have been documented by filling out this form and returning it to Melanie Strowmatt **before they are hired**.
2. You are eligible for a referral award only when you refer external candidates. The employee must work in OFMD to be eligible. Immediate family members do not qualify 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/stepbrother, or half/step-sister, brother-in-law, sister-in-law, aunt, uncle, nephew, niece or first cousin.
3. Employees involved in the hiring decision for a particular position are not eligible for that position's referral awards.
4. Only one referral award can be given per candidate. If more than one employee refers a candidate, the first referral received will be rewarded if the candidate is hired and noted on the candidate's application. If the referral is not indicated on the candidate's application, it will not be bonus eligible.
5. The referring employee must be an active OFMD employee throughout the entire time period (from referral until issuance of bonus) and at award time.

Current eligible positions include:

- Front-line positions within Custodial, Mail & Receiving, FISC and Facilities Engineering
- Accounting positions
- Planners and Project Managers

Referring employee will receive:

- \$100 bonus for all referred candidates who complete the (6) month orientation period with no corrective action.
- \$400 bonus for all referred candidates who complete (1) year of service with no corrective action.

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: _____