



EMPLOYEE REFERRAL FORM

Referral Guidelines

1. To refer a potential employee, please complete this form and return it to the Human Resource department at staffing@sterlingtherapy.com
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired and completes one full patient episode, you will receive a referral award of \$50.
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: _____

E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Name: _____

E-Mail Address: _____ Telephone Number: _____

Position Referred For: _____

Why this candidate is qualified for this position:

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____