



Employee Referral Form

Referral Guidelines

1. To refer a potential candidate, please complete this form and return it, along with the prospective candidate's contact details, to the Human Resources department.
2. If the candidate you refer is hired, you will receive a referral award of \$300 after the new employee has worked for Asta CRS Inc for 90 days.
3. 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: _____

ID: _____ Position: _____

E-Mail Address: _____ Phone No: _____

Referral Information

Candidate Name: _____

E-Mail Address: _____

Phone No: _____

Position Referred For: _____

Additional Notes:

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date: _____