

# VCCI Employee Referral Form

## Referral Guidelines

1. To refer a candidate for potential employment, please complete this form and return it to the Homes Administrator.
2. If the candidate you refer is hired, you will receive a referral award after the new employee has completed their 90-day probationary period (\$75 referral bonus) and one-year satisfactory employment (\$200 referral bonus).
3. Referral bonus awards will be paid to the referring employee by payroll check through VCCI Controller's Office within 30 days after the referred candidate's milestone dates (90-days and one year employment).
4. Please see the **Employee Referral Program Policy** for complete details.
5. It is the referring employee's responsibility to submit this form during the candidate's recruitment. Forms will not be accepted after the candidate has completed their first day of employment.

## Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Location: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Referral Information

Candidate Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Position Referred For: \_\_\_\_\_

Please describe why this candidate is qualified for this position:

## For Home Administrator Use Only

Date Received: \_\_\_\_\_ Interviewed: \_\_\_\_\_  
Hired Y / N: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Award Date: \_\_\_\_\_ Award Date: \_\_\_\_\_