



*A better human experience. . .
for a better business outcome*

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EXECUTIVE RECRUITING CANDIDATE REFERRAL FORM

YOUR INFORMATION: (PLEASE PRINT)

Your Name: _____

E-mail: _____

Mobile: _____

Relationship to Candidate (friend, family member, or other, please specify): _____

REFERRAL INFORMATION:

Candidate Name: _____

Candidate E-mail: _____ Mobile: _____

Why is this candidate qualified?: _____

I have read and understand the HR Solutions Executive Recruiting (Exempt/Professional Level) Candidate Referral Program. I understand that if the candidate I refer is hired as a result of my referral, I will receive a referral bonus of \$500 after the referred candidate completes 60 days of successful employment with our client company.

Your Signature: _____ Date: _____

SUBMIT THIS FORM TO:

Scott Hubiak, Director of Operations, at shubiak@hrsolutions-inc.com: Office: (812) 253-6243

INTERNAL USE ONLY:

To: Accounting Department

From: _____

Target Date for Award of Payment (60 days after hire date below): _____

Referred Candidate's Hire Date: _____

EXECUTIVE RECRUITING EMPLOYEE REFERRAL PROGRAM

HR Solutions is looking for excellent candidates for our client companies and you can help! If you know and can personally recommend someone who would be an excellent candidate for one of our opportunities and they are hired by our client company, you will receive a referral bonus of \$500 upon their successful completion of 60 days of employment with our client company.

Program Guidelines:

- You must submit the referred candidate by using the attached candidate referral form to qualify for the referral bonus.
- All referral payments will be paid at the end of 60 days from the referred employee's 1st day of employment with our client company provided the referred employee is still an employee with our client company.
- Former employees of HR Solutions are not eligible candidates for referral.
- The referral must represent the candidate's first contact with HR Solutions.
- The referring person must agree to have his or her name used for introduction.
- The first person to refer a candidate will be the only referring person eligible for payment.
- Referral candidates must meet the essential qualifications for the position to be considered.
- All candidates will be evaluated for employment consistent with HR Solutions' policies and procedures. All information regarding the hiring decision will remain strictly confidential.