



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

HR Solutions Business Complex • 100 N. Saint Joseph Avenue • Evansville, IN 47712-5506
Office: (812) 476-3180 • Fax: (812) 476-3182 • www.hrsolutions-inc.com

CANDIDATE REFERRAL FORM PHARMACEUTICAL MANUFACTURING TECHNICIANS

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 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 \$100 after the referred candidate completes 90 days of successful employment with HR Solutions.

Your Signature: _____ Date: _____

SUBMIT THIS FORM TO:

BethAnn Langlois at blanglois@hrsolutions-inc.com; Office: (812) 253-6226

INTERNAL USE ONLY:

To: Accounting Department

From: _____

Target Date for award of payment (90 days after hire date below): _____

Referred candidate's hire date: _____

HR Solutions is looking for good people to join the Pharmaceutical Manufacturing Team and you can help! If you know and can personally recommend someone who would be an excellent addition and they are hired by HR Solutions, you will receive a referral bonus of \$100.

Referrals must meet the following qualifications:

- 12-18 months manufacturing production experience
- Good work history
- Good computer skills

PHARMACEUTICAL MANUFACTURING EMPLOYEE REFERRAL PROGRAM

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 90 days from the referred employee's 1st day of employment provided the referred employee is still an employee with HR Solutions.
- Former employees of this pharmaceutical company are not eligible candidates for referral.
- The referral must represent the candidate's first contact with HR Solutions for the Pharmaceutical Manufacturing Technician positions.
- 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.
- Only candidates who meet the essential qualifications for the position will 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.