



Employee Referral Form

A concise form for submitting and tracking employee-referred candidates.

PURPOSE	Capture consistent referral information while keeping selection decisions within the normal hiring process.
BEST FOR	Organizations operating an employee referral program.

Referring employee	_____	Department	_____
Work email	_____	Submission date	_____
Candidate name	_____	Candidate email	_____
Candidate phone	_____	Role referred for	_____

How do you know the candidate?

What relevant experience, skills, or strengths should the hiring team consider?

Candidate and referrer confirmations

SELECT	OPTION
☐	The candidate has agreed to be referred and contacted.
☐	The referral does not guarantee an interview, offer, or employment.
☐	The candidate will complete the organization's standard application and selection process.
☐	Any referral award remains subject to the current written program rules.



Internal tracking

DATE	MILESTONE / ACTION	OWNER	STATUS / NOTES
	Referral received		
	Candidate contacted		
	Application reviewed		
	Interview decision		
	Final disposition		

Selection or disposition notes

Referral award tracking (if applicable)

ELIGIBILITY CONFIRMED	PAYMENT TRIGGER	OWNER	PAID / DATE
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Use notes

Educational use only. This template is a general operational aid, not legal, tax, payroll, benefits, safety, or other professional advice. Adapt it to your organization, protect confidential information, verify current requirements, and consult qualified advisors when appropriate.

Version 1.0 | Last reviewed August 21, 2026 | © 2026 Lvl Haus LLC