



Albert Einstein College of Medicine

Employee Referral Form

Referral Guidelines

- To refer a potential employee, the person must indicate your name in the employment application and/or cover letter.
- The new hire must be employed with Einstein for 180 days before you receive the referral award.
- If the referral is hired as an exempt employee, the referral award is \$500.00. If the referral is hired as a non-exempt employee, the referral award is \$150.00.
- Casual/temp or per-diem hires are not eligible for the referral award.
- Employees involved in the hiring decision for the particular position are not eligible for referral awards for that position.

Employee Name: _____ Date: _____

Banner ID: _____ Department: _____

Email: _____ Title: _____

Referral Information

Candidate Name: _____

Email: _____

Telephone: _____

Position Referred for: _____

Department: _____

For Human Resources Use Only

Date Received: _____ Banner ID: _____

Hire Date: _____ Award Date: _____