



## **IDOC EMPLOYEE REFERRAL FORM**

### **Referring Employee Section:**

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Job Title: \_\_\_\_\_

Referral Date: \_\_\_\_\_

PeopleSoft Number: \_\_\_\_\_

I have read and understand the IDOC Employee Referral Program Policy.

\_\_\_\_\_  
*Referring Employee's Signature*

**Applicant's Name:** \_\_\_\_\_ **Position Referred to:** \_\_\_\_\_

\*Referring Employee must forward form to Human Resources.

### **HR USE ONLY:**

Applicant's Hire Date: \_\_\_\_\_

Applicant's Job Title: \_\_\_\_\_

Applicant's Facility: \_\_\_\_\_

HR Approver Name: \_\_\_\_\_

Approval Date: \_\_\_\_\_

\*HR must forward completed form to Payroll for the processing of a \$250.00 Agency Bonus to Referring Employee.