



KAM YAN & ASSOCIATES

Structural Engineers

EMPLOYEE REFERRAL PROGRAM

Employee Referral Form

Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resource department at hr@kyase.com.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award per company policy after the new employee has worked for Kam Yan and Associates for 90 days. Please contact us for details of the award at hr@kyase.com.
4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Only one referral award can be given per candidate. If more than one employee refers a candidate, the first referral received will be the one rewarded if the candidate is hired.

Referring Employee's Information

Employee's First Name: _____ Employee's Last Name: _____

Date _____ Position: _____

E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Name: _____

E-Mail Address: _____ Telephone Number: _____

Position Referred For: _____

Why this candidate is qualified for this position:

For Human Resources Use Only

Date Received: _____ Interviewed? _____

Hired? _____ Award Date/s: _____