



Referral Guidelines – Form

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 your Director or the Human Resources Department: rlab@sunhospitality.com.
2. The referral must represent the candidate's first contact with *Sun Hospitality Resort Services*. Temporary contract and former employees are not eligible candidates for referral.
3. If the candidate you refer is hired, you will receive a referral bonus of a \$200.00 gift card after the new employee has worked for Sun Hospitality Resort Services for 90 days.
4. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral will be the one rewarded if the candidate is hired.
5. The referral form must be submitted to Human Resources within one week of hire to be eligible for the bonus. **No exceptions**

Employee Information

Employee Name: _____ Date: _____

Property Assigned to: _____

Candidate Name: _____

Property Referred To: _____ Position Referred For: _____

I attest the above information is correct in that I did refer the candidate to the director and the candidate was hired. Falsifying this form is grounds for immediate termination.

Signature of Acknowledgment

For Human Resources USE ONLY

Date Received: _____

Date Received from Director or Employee: _____

Date Hired: _____

Award Date: _____