

HUMAN RESOURCES FOLLOW-UP

Date Referral Received: _____

Hire Date: _____

Thank you letter
& cheque
sent to employee
upon hiring: _____

Probationary Period
End Date: _____

Thank you letter
and cheque
sent to employee
after probation: _____

Comments/Notes:

Employee Referral Program



Co-operative Retailing System Employee Referral Program

At Saskatoon Co-op, we're always on the lookout for great people to join our team. That's why we've introduced the "Employee Referral Program".

If you know of someone that may be a good fit for Saskatoon Co-op, let him/her know of the opportunities we have available.

If that person is interested, obtain his/her resume and have him/her complete one of our application forms and have them sign this form.

Attach the resume and application form to this referral form, complete the information on the next page, and return all the information to the Human Resources department.

If Saskatoon Co-op hires your referral you will be awarded **\$50**. Additionally, if he/she stays with us past the probationary period, you will be rewarded with **\$100** for your efforts.

*So be on the lookout for
friends, neighbors, classmates, teammates, etc.
who you think would be a great addition to our team!*

And by the way . . .



Referral

I, _____,
(Employee Name)

am recommending

(Referral)

I have known this person for ____ years and feel he/she would be a great addition to our team. His/her resume and/or application form is attached for you to review.

(Employee Signature)

(Applicant Signature)

(Date)

(Date)