



# EMPLOYEE REFERRAL PROGRAM

## City Employee's Details

Date of Submission	Employee Job Title
Employee Name	Department

## Candidate's Details

Name of Referral	
Email Address / Phone Number	
Position Referred for (must include Requisition #)	

## Relevant Questions

Is the candidate a former City employee?	
If yes, when and in what capacity?	
How do you know the candidate?	
How does the referred candidate's skill set contribute to fostering a diverse and inclusive workplace?	
Share instances or examples illustrating how this candidate embodies the City's Core Values of Collaboration, Appreciation, Respect, Teamwork, and Acknowledgment.	

**PLEASE NOTE: If your referred candidate is hired and completes six months of continuous employment, you will receive a referral bonus.**

**Submit the completed form to [hr@whitehorse.ca](mailto:hr@whitehorse.ca). All submissions must be received prior to the closing date listed on the job posting for the referral to be considered.**

**Employee Signature:**

**Date:**