



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, Accountability, Respect, Teamwork, and Appreciation.	

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. All submissions must be received prior to the closing date listed on the job posting for the referral to be considered.

Employee Signature:

Date: