



PEGASUS AUTOMATION SDN BHD (778197-P)

EMPLOYEE REFERRAL FORM

Employee name: _____
Department: _____

Date: _____

Referral Guidelines

The Company is always out looking for prospective employees on a constant basis. For every consultant referral made (Temporary positions do not apply), the company will provide a referral bonus once the candidate has completed a 12 months of employment with the organization.

To refer a potential employee, please complete this form and return it along with the copy of prospective candidate's resume, application, or both, to the Management & Account Department.

The Referral fees for the year 2016 are as follows:-

Title Position	Referral Bonus
Head Of Department Level	RM 1,000.00
Assistant Manager Level	RM 700.00
Senior Executive Level	RM 500.00
Junior Executive Level	RM 300.00
Non-Executive Level	RM 100.00

Employee Information

Employee Name: _____
Email Address: _____
Department: _____

Date: _____
Phone No. _____

Referral Information

Candidate Name: _____
Email Address: _____
Phone No.: _____
Position Referred For: _____

Why this candidate is qualified for this position:

Applicant's Use	For Office Use
Applicant's Signature: _____	Verified By (HOD): _____ Approved by (Management): _____