



County of San Diego Confidential Referral Form

The County of San Diego's Hard to Recruit Referral Reward Program awards current employees for referring candidates to employment with the County. You must complete the following boxes with as much information as possible to assist us in granting your reward. Please read the [Hard to Recruit Referral Reward Program Guidelines](#) to ensure you meet the eligibility criteria. This program became effective September 9th, 2022. The last day an applicant can enter referring employee name on an application is September 12, 2025.

Instructions:

1. Referring employee completes sections I and II.
2. Referring employee submits this form to the Department of Human Resources (DHR) at Jobs@sdcounty.ca.gov **within 90 days of the new hire's start date.**

Section I - REFERRING EMPLOYEE INFORMATION

Last Name:	First Name:	EMPLID (Must be six digits):
Job Title/Classification:	Department:	
Work Phone Number:	Home Phone Number:	Email Address:
Is the referred candidate an immediate family member or living in your household? Yes No		
What is your relationship with the candidate you are referring?		
Do you work in Human Resources or have recruitment duties? Yes No		
Are you an Elected Official or Unclassified Employee?: Yes No		

Section II - CANDIDATE (REFERRAL) INFORMATION

Last Name of Candidate Referred:	First Name of Candidate Referred:	Candidate Start Date (MM/DD/YY):
Job Title/Classification of Candidate:	Department:	
Phone Number:	Email Address:	

SECTION III – DEPARTMENT OF HUMAN RESOURCES/CENTRAL PAYROLL USE ONLY

Received By (Name and EMPLID):	Date Referral Received:	New hire indicated on their application the County of San Diego employee that referred them: Yes No
Candidate Hire Date:	Date Eligible For Payment:	Referring EE is an active EE at the time of award?: Yes No
# of referrals current FY (Max is 5):		



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Confidentiality Agreement:

In order to maintain a fair and ethical hiring process, your application for the Hard to Recruit Referral Reward Program for this candidate must remain confidential. While the referred candidate remains eligible for hire during the recruitment, you cannot disclose to any County employee that you referred the candidate under the Referral Reward Program, except for personnel of the Department of Human Resources responsible for administering the Referral Reward Program. You cannot participate in the selection or rating of any candidate for the position applied for by your referred candidate. You may not act as a reference for the referred candidate and must not discuss the candidate's qualifications for hire with any person involved in the recruitment and hiring process. If it is found this information was shared inappropriately, you may be disqualified from receiving the referral award payment.

By signing, I attest to understanding the Confidentiality Agreement, and agree to adhere to this requirement.

Employee's Signature:

Date: _____

DHR Approver's Signature:

Date: _____