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|  | Workforce Readiness Mentoring |

# Mentor Referral Request

## Referral Guidelines

To refer a potential candidate for the mentor program, please complete this form and return it, along with a copy of the prospective candidate’s resume to snakeriverhr@yahoo.com .

Candidates for the mentor program will be assigned a mentor based on availability.

Candidates will be expected to respond to requests for information and keep appointments.

There is no guarantee of employment with this program. Our mentors are there to coach but the candidate maintains responsibility to seek employment.

## Candidate Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |
| Phone Number: |  |  | E-mail Address: |  |
| Address: | ­­­­­\_\_\_\_\_\_\_\_\_\_\_ |  | Is candidate currently unemployed? |  |

## Referral Information

|  |  |
| --- | --- |
| Referring Person: |  |
| E-Mail Address: |  |
| Phone No: |  |
| Address: |  |

|  |
| --- |
| Why does this candidate need a mentor: |
|  |

## For SHRM Use Only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Received: |  |  | Qualified Candidate? |  |
| Mentor Assigned: |  |  | Date Information forwarded to mentor: |  |