

Innovative Employee Referral Outreach Templates

Confused about where to start? Use these referral templates as a guide to help in your referral conversations!

1. Email/Text/Social Template

Hey there **(Contact Name)**,

I'm reaching out to connect with you about a role that just opened up here at **(your company/hospital)** that I think you could be perfect for!

We have **(something you love about where you work)** and I would love to tell you more about it.

Would you be open to connecting about this when you get a moment? I'd be more than happy to refer you if so. Talk to you soon.

(Signature)

2. Phone Script

Hi **(Contact Name)**, how are you doing?

Well you know I'm reaching out because we have a role that just opened up here at **(your company/hospital)** that I think you could be perfect for...I wanted to tell you about it if you have a moment?!

You may not be looking now, but I wanted to let you know that we have **(something you love about where you work)** and you were the first person that came to mind...

Would you be open to hearing more about the role at **(your company/hospital)**? I'd be more than happy to refer you if so....