



EAP Referral Form and Employee Instructions

Employee Name: _____ **Company Name:** _____
Employee Email: _____ **Employee Phone:** _____
Manager Name: _____ **Manager Email:** _____

This letter documents your formal referral to the Northstar Employee Assistance Program (EAP). The EAP provides assistance in addressing problems impacting your work performance.

The following job performance and/or conduct problem(s) is the reason for this referral:

-
-
-

Outline of process and instructions for Employee:

Please note that this referral is not a disciplinary process. Participation in this program is voluntary, and the employee may decline the services offered at any time without penalty. If the employee chooses to utilize your EAP services through this referral, they will sign a release of information form at the initial session. This will allow Northstar to communicate the following (listed below) to the manager and/or human resources (HR) representative at their place of employment:

- The outcome of the initial assessment;
- Progress reports; and
- A summary and recommendations report at the conclusion of your EAP sessions.

For the employee to accept this referral, they are required to contact Northstar EAP within two (2) business days to schedule an appointment by emailing hello@northstareap.com or filling out the intake form and referencing this referral. The required intake forms are linked here: <https://northstar.eapintake.com/>.

Northstar will notify the appropriate manager and/or HR contact(s) if the employee fails to schedule.

This form must be completed and shared with the stated Employee.

The Undersigned Employee: Accepts the Referral
 Declines the Referral



EAP Referral Form and Employee Instructions

Employee Signature

Date

Manager Signature

Date

Human Resources Rep Signature

Date