

Employee Referral Form

Employee Information

Employee Name: _____ Date: _____
Employee ID: _____ Department: _____
Email: _____ Telephone: _____

Referral Information

Candidate Name: _____
Email: _____
Telephone: _____
Position Referred For: _____

Why this candidate is qualified for this position (Please also attach resume):

For Human Resources Use Only

Date Received: _____ Interviewed? _____
Hired? _____ Award Date: _____
HR Approval _____ Date _____

Comments:

For CEO Approval

Signature _____ Date _____

Finance Use Only

Date of Payment _____ Check No _____



Employee Referral Bonus Program **Effective: 01 August 2017**

Elica Health Centers (EHC) is always looking for great people, and you can help. Research has shown, and our own experience supports, that new hires who come into our organization through employee referrals are excellent contributors, stay with us longer, and are more cost effective to recruit. If you know someone who you think would be a great addition to our organization and they meet the qualifications for an existing job opening.

For your referral, you will receive a referral bonus of

- Medical Assistant \$250.00
- Bilingual Medical Assistant \$300.00
- Administrative Staff \$250.00
- Nurse Practitioner/Physician Assistant \$2,500.00
- Bilingual Nurse Practitioner/Physician Assistant \$3,000.00
- Physician \$5,000.00

The referral bonus will be paid after your referral has successfully completed the 90-day Introductory Period.

Refer candidates who meet the qualifications to our HR department, using the Employee Referral Form found on the reverse side of this instruction page.

The following rules apply to the Employee Referral Bonus Program:

1. The hiring of a referred employee must occur within six months of the initial referral date.
2. The employee referring must be in good standing
3. The referral must represent the candidate's first contact with our organization. Temporary contract and former employees are not eligible candidates for referral.
4. To be eligible for an award, the referral must first be submitted to Human Resources and must include an Employee Referral Form and the candidate's resume. Your failure to follow this step will invalidate your referral.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. All candidates will be evaluated for employment consistent with our EHC's hiring policies and procedures, and all information regarding the hiring decision will remain strictly confidential.