

CANDIDATE REFERRAL FORM

Date form initiated: _____

Name of employee making the referral: _____

Position held: _____

Name of the candidate: _____

Department: _____

Email: _____

Position applying for: _____

Referring employee's signature: _____ Date: _____

Human resources representative's signature: _____ Date: _____

This position qualifies for:

- Full-time Registered Nurse position: \$2,000
- Medical Technologists position: \$2,000
- All other eligible positions: Full-time: \$800



Help us find another you.

The Upson Employee Referral Program.

It's good people like you helping us find more good people like you.



The big-city hospital that's right in your backyard.



THE UPSON EMPLOYEE REFERRAL PROGRAM

The best will help us get better.

POLICY:

As part of a comprehensive recruitment strategy, it is the policy of Upson Regional Medical Center to encourage its own employees to assist with the recruitment of new employees for hard-to-fill positions with special skills requirements.

PURPOSE:

To reward employees for referring qualified candidates who are subsequently hired to fill a position. Upson Regional Medical Center pays the referring employee a cash bonus as follows:

- **Experienced (At least one year) Registered Nurses and Medical Technologists: Full Time: \$2000.00.**
- **All other eligible positions: Full Time: \$800.00**

POLICY:

1. A listing of referral bonus eligible positions is available in the Human Resource Department. Positions on this list are reviewed periodically and included based on shortage of qualified candidates and the critical degree of need for the position.
2. For each qualified candidate referred, the referring employee must complete an Employee Referral Form and submit to the Human Resources Department within 30 days of receipt of the online application in Human Resources and prior to the hire date. Employees making a referral are responsible for informing the candidate of the vacancy, obtaining the individual's consent to having their name submitted, and having the individual submit an application. The employment application must list the name of the employee as the person making the referral.
3. All candidates must meet the stated qualifications for the eligible position openings and are required, the same as all other applicants, to demonstrate their skills or aptitude to perform the job.
4. All candidates will receive equal consideration and are processed in the same manner as other applicants.
5. Once the final decision about the candidate is made and communicated to the applicant, the referring employee will be informed of the final decision.

6. Employees who refer a qualified candidate who is subsequently hired to fill a bonus eligible position are eligible for a referral bonus payment. The bonus is paid in a separate check, subject to applicable Federal and State taxes, which will be deducted at the time of payment.

REFERRAL BONUS PAYMENT:

- A.) A payment of one half of the bonus is issued after the new hire completes 90 days of employment.
 - B.) A payment of the final one half of the award is issued after the new hire completes one year of employment.
7. Referral bonuses are not paid for referral of candidates who have previously completed an application for employment within the past six months or who are already employed by URM, retirees, or working with URM on a contract basis.
 8. To be eligible for either of the two referral bonus payments described herein, the referring employee must be actively on the payroll at the time of payment.
 9. To avoid any possible conflicts of interest, referral bonuses are not paid for candidates referred by Senior Management or the Human Resources department. Department Directors are eligible for the Medical Center referral bonus if the referral/hire is made to a department other than their own department for which they have hiring responsibility.
 10. Upson Regional Medical Center reserves the right to deny bonus payments to any employee who improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program. Upson Regional Medical Center reserves the right to review and amend the program or may discontinue the program at anytime..



UPSON
Regional Medical Center