

# Employee Referral Form

To refer a Registered Nurse for employment consideration and be eligible to receive up to \$3,000 as an RN Referral Bonus, current eligible Employees are asked to:

- read the RN Referral Bonus Guidelines;
- complete the Employee Section and the Applicant Section below; and
- submit this completed form to the RMC Human Resources Department.

## Employee Section

Referring Employee's Name \_\_\_\_\_

Employee ¾ ID# \_\_\_\_\_

Department Name \_\_\_\_\_

HCA Midwest Health System Facility Name \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

## Applicant Section

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

## For Human Resources Use Only

Location Hired: \_\_\_\_\_

Date Applicant Hired: \_\_\_\_\_

New Hire's Employee ¾ ID # \_\_\_\_\_

## **\$3,000 Referral Bonus Guidelines**

**Employee Eligibility - All *HCA Midwest Health System* hospital employees are eligible to participate in the referral program, except as stated below:**

- All management levels are ineligible to receive a referral bonus for open positions under their direct or indirect supervision.
- Human Resources staff are ineligible to receive a referral bonus.

### **Open Position Eligibility**

- Posted full-time and weekend option Registered Nurse positions of Staff RN and Charge Nurse are eligible.

### **Applicant Eligibility**

- May not be a current employee of any HCA Midwest Health System facility.
- Must have minimum of 2 year experience.
- No more than one (1) referral bonus will be paid per applicant.

### **Bonus Eligibility**

- Applicant must be hired (or accepted into a position) into a full-time or weekend option eligible posted opening by March 31, 2015.
- Bonus Payment:
  - \$1,500, less required deductions, will be paid to eligible Referring Employee upon applicant/New Employee's successful completion of 90 days of employment.
  - An additional \$1,500, less required deductions, will be paid to eligible Referring Employee(s) upon Applicant/New Employee's successful completion of 1 year of employment.
- Eligible Referring Employee must be an active employee of an HCA affiliated Midwest Health System facility at the time the bonus is scheduled to be paid.

### **Bonus Program Timeline**

- November, 2014 – March 31, 2015
- Program may be discontinued anytime at discretion of Research Medical Center.

**Questions about the Referral Program should be directed to the Human Resources Department.**