

EMPLOYEE REFERRAL PROGRAM

The Employee Referral Program is intended to encourage and recognize those people who refer successful candidates to Union Hospital for full or part time **hard to recruit** positions. As an incentive the hospital offers a monetary bonus for each person who is hired based on the following criteria:

- Human Resources will identify **hard to recruit** positions on the posting. Go to www.uhcc.com/careers and click on “view current openings.” If eligible, you will see “EE Referral Eligible” beside the requisition number.
- All Union Hospital and Triangle Health Alliance full time and part time employees, with the exception of human resources personnel, executive management, employed doctors, Advanced Practice Providers (nurse practitioners and physician assistants), directors, supervisors and managers are eligible to refer candidates.
- The referral must represent the candidate’s initial contact with Union Hospital or Triangle Health Alliance, i.e. candidate never held a position or sought employment with Union Hospital or Triangle Health Alliance in the past, this includes working through an agency.
- The referral cannot be submitted before the job requisition is posted. The referred candidate must be hired within 180 days (six months) of the initial referral date.
- All referrals must first be submitted to Human Resources on a Candidate Referral Form, (see page 2). The first employee to refer a candidate will be the only referring employee eligible for payment.
- Candidate must select “Employee Referral” on the online application.
- A successful referral for a **hard to recruit** position will pay a total bonus amount of \$2,000.00.
- The bonus is subject to proper withholdings and will be paid in three installments:
 1. \$500.00 after new hire successfully completes 90 days from start date
 2. \$500.00 after 6 months (180 days) of employment
 3. \$1,000.00 at one year of employment
- The new hire and the referring employee must each be on the payroll in an active status at the time of payment.
- The referring employee must not be on any form of written corrective action, six (6) months prior and up to time of payment.
- Union Hospital reserves the right to cancel or discontinue the Employee Referral Program at any time based on the needs of the organization.

Candidate Referral Form

Form Must Be Received by Human Resources Prior to Interview to be Eligible

Employee: _____
Print

Referral's Name: _____
Print

Employee's Signature: _____

Referral's Signature: _____

Employee #: _____

Referred Position: _____
Print

Date: _____

Requisition #: _____

Program Details

Eligible Positions	<ul style="list-style-type: none"> Human Resources will identify <i>hard to recruit</i> positions on the posting. Go to www.uhcc.com/careers and click on "view current openings." If eligible, you will see "EE Referral Eligible" beside the requisition number.
Employee Eligibility	<ul style="list-style-type: none"> All Union Hospital and Triangle Health Alliance full time and part time employees, with the exception of human resources personnel, executive management, employed doctors, Advanced Practice Providers (nurse practitioners and physician assistants), directors, supervisors and managers are eligible to refer candidates.
Referral Eligibility	<ul style="list-style-type: none"> The referral must represent the candidate's initial contact with Union Hospital or Triangle Health Alliance, i.e. candidate never held a position or sought employment with Union Hospital or Triangle Health Alliance in the past, this includes working through an agency. The first employee to refer a candidate will be the only referring employee eligible for payment.
Requirements	<ul style="list-style-type: none"> The referral cannot be submitted before the job requisition is posted. The referred candidate must be hired within 180 days of the initial referral date. Candidate must select "Employee Referral" on the online application. All referrals must first be submitted to Human Resources on a Candidate Referral Form. The new hire and the referring employee must each be on the payroll in an active status at the time of payment. The referring employee must not be on any form of written corrective action, six (6) months prior and up to time of payment.
Payment Schedule	<ul style="list-style-type: none"> A successful referral for a <i>hard to recruit</i> position will pay a total bonus of \$2000.00. The bonus is subject to proper withholdings and will be paid in three installments.
<i>First Installment</i> \$500.00 <i>Second Installment</i> \$500.00 <i>Final Installment</i> \$1,000.00	90 days from start Payment Date: _____ 6 months of employment Payment Date: _____ 1 year of employment Payment Date: _____

Human Resource Use Only

Date of Hire: _____

Interview's Name: _____

Interviewer's Signature: _____

Processed Date: _____

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