



MEDICINE of THE HIGHEST ORDER

Employee Referral Form

Referral Guidelines

Employees of St. James Hospital are encouraged to refer qualified candidates for open positions posted on the hospital's website. Employees are eligible to receive a referral bonus as follows: \$1000 for difficult to recruit positions determined by HR and Hospital Administration and \$250 for all other positions.

- A Referral Form must be submitted to HR prior to or in conjunction with receiving a candidate's resume or application.
- In the event of multiple referrals for the same candidate, the first one received will take precedence.
- Referral forms will be kept for six (6) months from the date of receipt. If no hire is made within that time, the referral will no longer be eligible for a bonus.
- Members of the Management Team and those who have hiring authority, or are involved in the interviewing and selection process of candidates are not eligible for referral awards.
- Employees will not receive a referral bonus for referring themselves or applying for a position.
- Payments will be made after the referring employee has completed the required probationary periods as outlined in the Recruitment Bonus/Sign On Bonus policy.

Referring Party Information

Name:

E-mail address:

Department Name:

Phone No:

Referral Information

Candidate Name:

E-Mail Address:

Phone No:

Position Referred For:

Location:

Why is this candidate qualified for this position?

I have read and understand the St. James Hospital Referral Policy. I understand that if the candidate I referred is hired as a result of my referral within six (6) months from the date of receipt of this form, I will receive a referral bonus within one month of the date the individual completes 90 days of employment with the Company.

If you have any questions, please contact the Human Resources Department