



Extraordinary care for every generation.

Covenant HealthCare
Human Resources
1447 North Harrison
Saginaw, MI 48602

www.covenanthealthcare.com

All Covenant HealthCare employees are eligible to receive the referral rewards. **But, employees cannot receive a referral bonus for referring an applicant currently in the application, interview or selection process.**

Full program guidelines and details are also available on www.covenanthealthcare.com or the Covenant intranet. Click on the "For Employees" link, then click on "Recruit for Loot!" You can also pick up a Recruit for Loot referral form at Human Resources.

Recruit for Loot!

Covenant HealthCare Employee Referral Program

*Earn cash for referring experienced
healthcare professionals –
see inside for details.*



Extraordinary care for every generation.

Covenant HealthCare wants **YOU** to **help us** hire extraordinary RNs, Respiratory Therapists, Medical Technologists, Medical Lab Technicians, Physical Therapists, Occupational Therapists and Speech Language Pathologists with **at least one year of experience**. And we'll give you **CASH** for your successful referrals!

- * **\$250** three months after hire date
- * **\$250** six months after hire date
- * **\$500** one year after hire date

The new hires must remain in full- or part-time status for the first six months. Appropriate federal, state and local taxes will be deducted as required from these bonuses.

All Covenant HealthCare employees are eligible to participate and receive the bonuses following program guidelines by notifying Human Resources **prior to them** contacting the candidate. However, applicants currently in the application, interview or selection processes are not eligible for referral bonuses.



Program Guidelines

- A completed Referral Form must be received in Human Resources prior to an interview or any other Human Resources contact with the candidate.
- In the case of duplicate referrals, the referral with the earliest submission date will be the only one eligible for the referral.
- Candidates must be hired into a full- or part-time position.
- Program is subject to change based on market needs and availability of positions.

Procedure

- Employees wishing to refer a candidate can use the Referral Form that is part of this brochure or that is available in Human Resources — or they can call an Employment Specialist. Forms must be completed and submitted before Human Resources makes initial contact with the candidate.
- Referral forms may be submitted to Human Resources in person or by interoffice mail, but must be received prior to candidate contact.
- Referral forms will be dated by Human Resources.
- The Employment Specialists are responsible for the overall program management.
- Any and all disputes arising from the **Recruit for Loot** program will be reviewed and decided by the Director of Human Resources. Such decisions are final and not subject to the Alternate Dispute Resolution Process.

For more information or to make a referral, call **989.583.4080**. Use the key word **"referral"**.

For Human Resources Use Only

Date _____ Time _____

By Whom _____

Candidate Hired? Yes No Date ____/____/____

Start Date ____/____/____ Date of Payment ____/____/____

Comments/Notes _____

Employment Specialist Signature _____

Employee Name _____

Job Classification _____

Dept/Unit _____

Work Phone # _____

Employee # _____

Date _____

Comments/Notes _____

Referral Candidate's Name _____

Job Applied For _____

Address _____

City _____ Zip Code _____

Day Phone # _____

Evening Phone # _____