

Recruit for Loot!

AN EMPLOYEE REFERRAL PROGRAM



Earn cash for referring experienced healthcare professionals!

\$250 three months after hire date

\$250 six months after hire date

\$500 one year after hire date

Recruit For Loot!, the Covenant employee referral program, will reward employees to help us hire extraordinary registered nurses, respiratory therapists, medical technologists, medical lab technicians, certified registered nurse anesthetists, medical assistants, pharmacy technicians and phlebotomists with at **least one year of experience**.

**Learn details from your manager and on CovNet.
Or, call Human Resources at 989.583.4080 (use the key word "referral").**

New hires must remain at 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 receive the referral rewards. Employees cannot receive a referral bonus for referring an applicant currently in the application, interview or selection process.

Forms and program's details can be found on CovNet under *Human Resources* (click on *Benefits & Pay*, then *Recruit for Loot!*).



HUMAN RESOURCES USE ONLY

Date ____/____/____ Time _____

By whom _____

Was candidate hired? Yes No Date ____/____/____

Start date ____/____/____ Date of payment ____/____/____

Comments _____

Employment Specialist signature:



Extraordinary care for every generation.

Human Resources

1447 North Harrison
Saginaw, MI 48602
covenanthealthcare.com

For more information, call
989.583.4080. Use the key
word "referral".



Recruit for Lot!

AN EMPLOYEE REFERRAL PROGRAM

Earn cash for referring
experienced healthcare
professionals!





Recruit for Loot! – the Covenant employee referral program, rewards employees when they help hire extraordinary people!

Refer registered nurses, respiratory therapists, medical technologists, medical lab technicians, physical therapists, occupational therapists, certified registered nurse anesthetists, medical assistants, pharmacy technicians, phlebotomists and speech language pathologists with at *least one year of experience*, and you'll be eligible to receive:

\$250 three months after hire date

\$250 six months after hire date

\$500 one year after hire date

GUIDELINES AND PROCEDURES

- Complete the form below. Forms can also be picked up in Human Resources (HR), by calling an Employment Specialist or on CovNet under *Human Resources* (click *Benefits & Pay*, then *Recruit for Loot!*).
- Your completed form must be received in HR prior to an interview or any other HR contact with the candidate.
- Submit your completed form to HR in person or by interoffice mail.
- Applicants currently in the application, interview or selection processes are not eligible for referral bonuses.
- In the case of duplicate referrals, the person listed under Referring Source on candidates application will be eligible for the bonus. If no person is listed, the referral with the earliest submission date will be the only one eligible for the bonus.
- New hires must be hired into full- or part-time status for the first six months.
- Employment Specialists are responsible for the overall program management.
- HR will date Referral forms on the date they receive them.
- Any and all disputes arising from the program will be reviewed and decided by the Human Resources Manager. Such decisions are final and not subject to the Alternate Dispute Resolution Process.
- All Covenant HealthCare employees are eligible to receive the referral rewards.
- Appropriate federal, state and local taxes will be deducted as required from program's bonuses.
- Program is subject to change based on market needs and availability of positions.

YOUR NAME _____ Date ____ / ____ / ____

Job classification _____ Dept/Unit _____

Work phone _____ Employee number _____

Comments _____

YOUR REFERRAL _____

Candidate's name _____ Job applied for _____

Address _____ City _____ Zip _____

Phone: Day _____ Evening _____