

**COVID-19** Recruit For Loot! – is a referral program designed to reward employees who help us hire external candidates for the following positions:

- Cardiovascular technologists
- CRNAs
- CT and MRI technologists
- Medical assistants
- Medical technologists
- Nursing care assistants
- Pharmacy technicians

- Phlebotomists
- Radiographers
- Registered nurses
- Respiratory therapists
- Surgical technicians
- Graduate nurses\* \*To be paid out after passing boards.

## HERE IS WHAT YOU, OUR EMPLOYEE, WILL RECEIVE:

**\$7K**<sup>to you!</sup> \$1,000 at hire date \$1,000 three months after hire date \$2,000 six months after hire date \$3,000 one year after hire date

### PLUS: YOUR RECRUIT WILL GET A \$4,000 BONUS! (TO BE PAID OUT AFTER 1 YEAR OF HIRE IF FT OR PT STATUS MAINTAINED)

## For more information, call Human Resources at 989.583.4080 or email *recruitment@chs-mi.com*.

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 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

Completed forms can be emailed to *recruitment@chs-mi.com* or faxed to **989.583.4882**.

#### COVID-19

# **Recruit For Loot!**

AN EMPLOYEE REFERRAL PROGRAM

Earn cash for referring experienced healthcare professionals!



## EARN CASH WITH RECRUIT FOR LOOT!

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#### **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.



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\$1,000 at hire date \$1,000 three months after hire date \$2,000 six months after hire date \$3,000 one year after hire date

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- 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 in a non-leadership position 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					
	Job applied for				
Address	City	Zip			
Phone: Day	Evening				