

Employee Referral Form

There is no single more effective recruitment method than employee referrals. New Hope is always looking for good people, and you can help. Research has shown, and our own experience supports this, that new hires that come into a company through employee referrals are excellent contributors, stay with the organization longer and are more cost effective to recruit.

That's where you come in! If you know someone who would be a good addition to New Hope and they meet the qualifications for an existing open position, it may be worth \$150 if you refer them for employment and they are hired.

Refer candidates who meet the qualifications to Human Resources by using the attached Candidate Referral Form. If your candidate is hired, you will be rewarded with \$50 at their hire date.

Program Rules:

1. Referral Eligibility: All NHS employees except those with title "Director" and above are eligible to refer candidates.
2. The referral date cannot be earlier than the date of the job posting. The hiring of the referred employee must occur within 90 days (3 months) of the initial referral date.
3. The referral must represent the applicant's first contact with NHS. Temporary, summer, student and former employees of NHS are not eligible candidates for referral awards.
4. To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form and a resume.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. Only candidates who meet the essential qualifications for the position will be considered.
7. All candidates will be evaluated for employment consistent with NHS policies and procedures.
8. All information regarding the hiring decision will remain confidential.
9. The referring employee and the referred employee must still be employed by NHS at the time of payment in order to receive payment.
10. Any disputes or interpretations of the program will be handled through Human Resources.
11. Payment schedule: \$50 to be added to your paycheck coincident with new employee's date of hire. Additional \$100 to be paid at the end of the employee's 90 days (introductory period) and added to your paycheck.

**\$150.00 Recruitment Referral Bonus
Recruitment Referral Form**

Date: _____

Employee Name: _____

Referral's Name: _____

Referral's Home Phone: _____

Position Referred for: _____

Referral Rules:

1. Fill out a Recruitment Referral form (available in HR or at the Receptionist Desk) and turn it in to HR. You must turn in the form before the person is hired to be eligible for the bonus.
2. Refer the interested person to apply for the position.
3. Every NHS employee is eligible to earn the bonus except those actually involved in the hiring decision and Department Directors.

Please note: HR will not divulge any information regarding the applicant's status with NHS other than the date of receipt of application and the date of hire if the applicant is hired. A copy of this referral form will be in your Personnel file.

For Human Resources and Business Office Use Only

_____/_____/_____ Date referral form was received

_____/_____/_____ Date of employment application was received

_____/_____/_____ Date of hire _____ HR Rep Initial