

Employee Referral Form

To refer a Registered Nurse for employment consideration and be eligible to receive up to \$3,000 as an RN Referral Bonus, current eligible Employees are asked to:

- read the RN Referral Bonus Guidelines;
- complete the Employee Section and the Applicant Section below; and
- submit this completed form to the RMC Human Resources Department.

Employee Section

Referring Employee's Name _____

Employee ¾ ID# _____

Department Name _____

HCA Midwest Health System Facility Name _____

Home Phone Number _____ Work Phone Number _____

Applicant Section

Applicant's Name _____

Address _____

Phone _____

For Human Resources Use Only

Location Hired: _____

Date Applicant Hired: _____

New Hire's Employee ¾ ID # _____

\$3,000 Referral Bonus Guidelines

Employee Eligibility - All *HCA Midwest Health System* hospital employees are eligible to participate in the referral program, except as stated below:

- All management levels are ineligible to receive a referral bonus for open positions under their direct or indirect supervision.
- Human Resources staff are ineligible to receive a referral bonus.

Open Position Eligibility

- Posted full-time and weekend option Registered Nurse positions of Staff RN and Charge Nurse are eligible.

Applicant Eligibility

- May not be a current employee of any HCA Midwest Health System facility.
- Must have minimum of 2 year experience.
- No more than one (1) referral bonus will be paid per applicant.

Bonus Eligibility

- Applicant must be hired (or accepted into a position) into a full-time or weekend option eligible posted opening by March 31, 2015.
- Bonus Payment:
 - \$1,500, less required deductions, will be paid to eligible Referring Employee upon applicant/New Employee's successful completion of 90 days of employment.
 - An additional \$1,500, less required deductions, will be paid to eligible Referring Employee(s) upon Applicant/New Employee's successful completion of 1 year of employment.
- Eligible Referring Employee must be an active employee of an HCA affiliated Midwest Health System facility at the time the bonus is scheduled to be paid.

Bonus Program Timeline

- November, 2014 – March 31, 2015
- Program may be discontinued anytime at discretion of Research Medical Center.

Questions about the Referral Program should be directed to the Human Resources Department.