

Employee

REFERRAL BONUS PROGRAM

PARTICIPATION AND ELIGIBILITY GUIDELINES



Many of the new and most promising additions to our team are referred by current employees. The Employee Referral Program provides an incentive award to a current employee who refers quality candidates who are, subsequently, hired for designated open positions. Encourage your friends and colleagues to apply today; let them know that they must indicate your name on their online application.

ELIGIBILITY

In order to receive the Referral incentive, the employee's name must be entered by the candidate on his/her online application. Referral bonuses are distributed in separate check following 90 days of employment by the new employee.

\$1000 net award for eligible full-time positions (72-80 hours); \$500 net award for part-time positions (40-71 hours).

The employee that made the referral AND the candidate who was hired must be employed by UVM Medical Center at the time that the bonus is dispersed.

This program is intended for external hires only; and does not apply to internal candidates.

To qualify as an external candidate, you must have been off of the UVM Medical Center's payroll for the preceding 5 years.

Only designated positions are eligible for referral. For a complete list visit Recruitment Resources under the Employee Resources tab on the Intranet.

EXCLUSIONS

All UVM Medical Center employees (except Leaders and HR staff), are eligible to refer applicants.

The following are NOT eligible to be referred: Travelers already working at our organization; Internal applicants; Temp. employees and consultants; Per Diem and RSS positions.



UVMHealth.org/MedCenter

REFERRAL PROCEDURE

The candidate being referred must identify the referring employee's name in the Referral Source section of the online application PRIOR to submission.

Upon completion of 90 days of employment, the referring employee will be issued a bonus check. This check will reflect the net amount of the bonus (taxes have already been withheld).

QUESTIONS?

Contact Recruitment at:
(802) 847-2825, option 3

HOURS

Monday – Friday
8:00-4:30

UVM MEDICAL CENTER RESERVES THE RIGHT TO AMEND, INTERPRET, TERMINATE OR SUSPEND THIS PROGRAM AT ANY TIME.