

Recruitment Referral Program FAQs

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How do I make a referral?

Please view the detailed job-aid located at [My HR](#) > Career & Development > Recruitment Referral Program for step-by-step instructions.

Why would I want to make a referral?

Filling vacant, hard-to-fill positions is essential in helping PeaceHealth live out its Mission. Your referrals play a vital role in our ability to provide top quality care in our communities. To assist in fulfilling our Mission, PeaceHealth may provide referral bonuses to qualified caregivers who successfully refer candidates for employment in eligible positions.

We welcome and encourage our caregivers to refer their colleagues for any available positions. If the referred individual submits an application to an open position, you will be entered into a quarterly prize drawing. If the referred candidate is hired into an eligible position, you will receive a referral bonus.

Who can make a referral?

All PeaceHealth caregivers are eligible and encouraged to refer colleagues regardless of FTE status.

The following individuals are excluded from eligibility referral bonus payments:

- Contractors working for PeaceHealth (not on PeaceHealth payroll).
- Caregivers in Human Resources.
- Individuals with a supervisory role above the hired position.
- Any caregiver in a director-level or higher position.
- Division chiefs and medical directors.
- Section leads.

Are there any caregivers who are not be eligible for referral bonus payment?

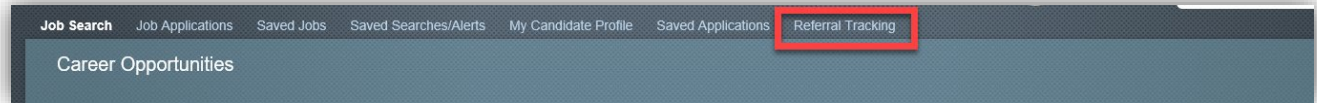
- Candidates already known to PeaceHealth recruitment teams (even if it's a different position they are referred for).
- Current PeaceHealth caregivers.
- Persons affiliated with PeaceHealth through temporary/contract assignment, or educational student placement.
- Former caregivers who have left PeaceHealth within the past 12 months.
- Candidates with profiles within the applicant tracking system who have applied for a position within the past 12 months.

How well do I have to know the person who is being referred?

To submit a referral via the applicant tracking system, PeaceHealth caregivers need to provide a first name, last name, valid email and phone number. You are highly encouraged to also provide a current resume for the person whom you are referring.

How do I know if my referral was accepted?

Please watch for a confirmation email in your PeaceHealth inbox. You may also view the progress of your referral(s) in the Referral Tracking tab located at [My HR](#) > Search for Jobs.

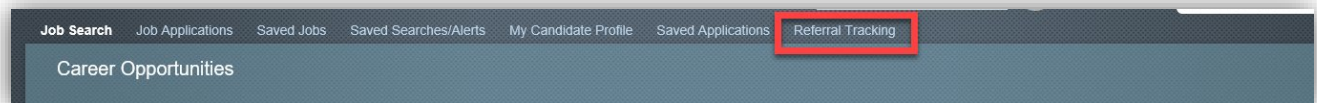


If my referral results in a hire, will I be paid a bonus?

All externally open positions are eligible for caregivers to submit referrals. There may be a referral bonus amount associated with specific job opportunities. These bonuses will be determined by Human Resources on a case-by-case basis, ranging between \$1000 - \$5,000. Though all referrals are welcomed, not all referrals will result in a bonus payment. If your referral completes an application, caregivers will be entered into a quarterly prize drawing.

How will I know if I am eligible for a referral bonus?

All referrals are encouraged, however, only select positions are associated with a referral bonus. You can track your potential bonus eligibility in the Referral Tracking tab located at [My HR](#) > Search for Jobs.



How long before I can receive payment?

Once your referred candidate fulfills 120 days of employment in a bonus eligible position, your referral bonus payment will be processed, and you can anticipate receiving payment with your bi-weekly payroll within 30 days.

How do I receive the payment?

Referral bonus payments will be processed during the bi-weekly payroll and will be visible as a line item on paystubs after the referred candidate successfully completes their probationary period of 120 days.

Is there a limit to how many referrals I can make?

There is no limit to the number of referrals you can submit.

How long will my referral be effective?

Your referral is effective for 365 days from the date of referral. Caregivers may elect to resubmit the same referral at this time for another 365 days.

Can another caregiver submit my same referral?

The referral program prevents duplicate submissions and will be assigned to the caregiver who provides the referral through the system first.

Will the bonus be taxed?

Your bonus will be subject to applicable taxes.

Can I refer a current caregiver?

We encourage you to share openings with your colleagues, but current caregivers are not eligible to be referred. If you find an open position you wish to share with another PeaceHealth caregiver, please use the “Email Job to Friend” feature on the job posting instead of “Submit a Referral”.

What if I make a referral and leave PeaceHealth?

Referral bonus payments will be processed with the bi-weekly payroll. A caregiver who is no longer employed by PeaceHealth at the time of referral bonus payout will be ineligible for payment and the chance to win a prize in quarterly drawings. The referred candidate is still eligible to be hired.

What if my referral is not selected?

The reasons a referral does not result in a hire remain strictly confidential. The status of your referral in the Referral Tracking tab (located at [My HR](#) > Search for Jobs) will read, “Process Complete,” once the position your referral has applied to is filled.

Are there any other bonuses I may be eligible for?

Caregivers are encouraged to submit referrals to any available position. Referral bonuses will be available on select positions, however caregivers with referrals who complete employment applications will be entered into a quarterly prize drawing.

Where do I find more information about this program?

For more information, visit [My HR](#) > Career & Development > Recruitment Referral Program. You can view the job-aid, policy and program details. Additional questions may be directed to the Recruitment Referral Program help ticket [here](#), or by contacting the HR Service Center at 1-855-333-MyHR (6947).

Does this policy supersede PeaceHealth Provider or location-based referral programs?

Yes. The Recruitment Referral Program has been expanded to PeaceHealth caregivers systemwide. If there are circumstances preventing you from following the procedure to submit your referral via My HR, please fill out the Recruitment Referral Program help ticket [here](#) or contact the HR Service Center 1-855-333-MyHR (6947).