
PeaceHealth Recruitment Referral Program: Job-Aid

This procedure outlines the caregiver referral submission process:

Note: Some exceptions to the referral submission process may apply to provider referrals. If you are a caregiver referring a provider (physician, nurse practitioner, physician assistant, midwife, or CRNA) and are unable to complete your referral with the directions below, please fill out the Recruitment Referral Program help ticket [here](#).

1. Before referring a candidate, caregivers should consider the individual's work experience, ability to meet minimum qualifications of the position, experience related to position(s) and potential fit for PeaceHealth.
2. **For remote access:** To complete referrals from home or on a non-PeaceHealth device you will need to set up a Multi-Factor Authentication (MFA). [Review our instructions](#) to set up an MFA. You will first need to register your phone number that can receive text messages, while you are onsite at a PeaceHealth facility and logged onto a PeaceHealth computer.
3. Search for positions you wish to submit your referral(s) to.
 - PeaceHealth caregivers must be logged into the INTERNAL network with their 3X3 to access the Careers site, located at [My HR](#) > Search for Jobs in order to search for open positions to complete referrals. Instructions are available for caregivers to access the internal network to search for open positions and complete referrals [from home](#) (or a non-PeaceHealth device) or [from work](#).
 - Referrals to any externally posted requisition are appreciated, however only referral bonus eligible positions may result in a bonus.
 - Referral bonus eligible positions may be found by searching "Referral Bonus Eligible" in the keyword search and selecting BOTH "exact match" and "in job title or description" options.
 - After search results appear you may submit a referral by one of two methods:
 - i. Select "Submit a Referral" from the Select Action dropdown menu to the right of the job title.

Keywords: 152 Jobs matched your search

Items per page: 10 Page 1 of 16 Sort by: Date Posted

Exact Match
 in job title
 in job title or description

Job Language: English US (English US)

Posted in last: days

Requisition ID:

Internal Job Category: Any

Medical Assistant (1377) Req ID 138166 - Posted 05/15/2018 - Wishbone Watson - Dexter	Select Action <input type="button" value="Apply"/> <input type="button" value="Save Job"/> <input type="button" value="Email Job to Friend"/> <input type="button" value="Submit a Referral"/>
Test- Nursing/Medical Req ID 137856 - Posted 08/24/2017 - Wishbone Watson - Longview	
Interim Medical Director Hospital Medicine Req ID 137231 - Posted 07/22/2016 - Linda Lang - Springfield	
Nurse Practitioner Specialty (Medical Oncology) Req ID 137228 - Posted 07/22/2016 - Karla Houk - Vancouver	Select Action



OR:

- ii. Click on the job title, and once inside the body of the job posting, select "Submit a Referral" button on the top right of the page.

Job Search | Job Applications | Saved Jobs | Saved Searches/Alerts | My Candidate Profile | Saved Applications | Referral Tracking

Job Listing: Medical Assistant (1377) (138166)
Req ID 138166 - Posted 05/15/2018 - Dexter

Return to List | **Submit a Referral** | Email Job to Friend | Save Job | Apply



Note: The "Email Job to Friend" selection will not result in referral submission.

- 4. Enter: first name, last name, email and phone number and select "send".
Attaching a current resume for your referred candidate is highly encouraged, although not required.

Note: Only EXTERNAL referrals will be eligible. (A referral with an email that ends in @peacehealth.org, or a referral of an ineligible candidate will not be accepted.)

- 5. The referred individual will receive an email confirmation including a link to the job, prompting them to complete an application.

Refer Friend to Job

Please provide the information below:

* First Name:

* Last Name:

* Email:

* Phone:

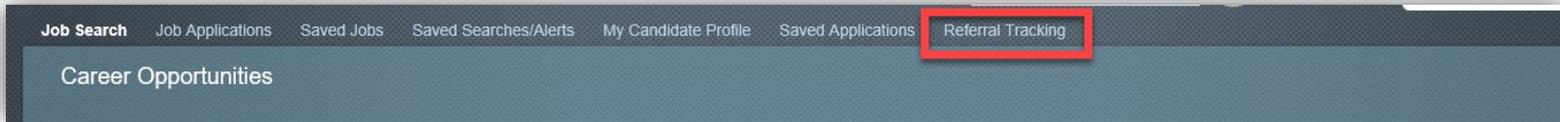
* Country:

Add resume
Accepted File types: DOCX, PDF, Image and Text
Choose File:

Note: Your referred candidate may apply for any open position with PeaceHealth, and therefore may be offered and accept a position other than the one suggested by you.

6. Track your referrals in the Referral Tracking tab located at [My HR](#) > Search for Jobs.

- Log onto the PeaceHealth INTERNAL network (with 3X3) as described in section 3 above and navigate to the Career Opportunities section. Select the “Referral Tracking” tab on the top menu.



In the Referral Tracking tab you will be able to view:

- Progress of referred candidate(s).
- Potential referral bonus eligibility.
- Referred candidates that have accepted an offer of employment.

Note: Reasons that a referred candidate does not result in a hire remain strictly confidential.

7. Your referral bonus eligibility will be reviewed and you will receive further email updates if the candidate you have referred is successfully hired into a bonus eligible position. (see [policy](#)).

- There will be a quarterly prize drawing for all caregivers whose referral(s) results in a completed job application.
- If the referral you submitted is hired into a bonus payment eligible position, and the referred candidate completes the probationary period of 120 days, referral payments will be processed during the bi-weekly payroll and will be visible as a line item on paystubs.

8. Your referred candidate(s) will expire after 365 days from date of referral. During this period, other PeaceHealth caregivers will be unable to submit the same referral. When your referral expires, you may re-submit the candidate referral and the candidate is available for other caregivers to submit, as well.

9. For more information, visit [My HR](#) > Career & Development > Recruitment Referral Program. You can view the job-aid, policy and program details here. For any



questions not addressed in these documents, please fill out the Recruitment Referral Program help ticket [here](#) or contact the HR Service Center at 1-855-333-MyHR (6947).