

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 was developed to provide an incentive award to a current employee who refers quality candidates who are subsequently hired for designated open positions. So encourage your friends and colleagues to apply today, and let them know to indicate your name on their online application!

ELIGIBILITY

- In order to receive the referral award, the employee's name must be entered by the candidate on his/her online application. Referral bonuses are distributed in a separate check following 90 days of employment by the referred employee.
- \$1000 net award for eligible full-time positions (72-80 hours); \$500 net award for part-time positions (40-71 hours).
- Both the employee who made the recommendation and the employee who was hired must be employees of Fletcher Allen at the time payouts are disbursed.
- This program is designed for external hires only and does not apply to internal applicants.
- Candidates must not have worked at Fletcher Allen within the past five years.
- Only designated positions are eligible for referral. For a complete list, go to www.fletcherallen.org/about/employment_opportunities/referral_program_positions

EXCLUSIONS

- All Fletcher Allen employees, except leaders and Human Resource staff, are eligible to refer applicants as part of this program.
- The following are not eligible to be referred:
 - Travelers already working at Fletcher Allen
 - Current/Internal employees
 - Temporary employees & consultants
 - Per Diem & regularly scheduled special positions

REFERRAL PROCEDURE

- The candidate being referred must list the employee's name in the referral source section of the online application prior to submission. (We no longer accept referral forms). Human Resources will track the eligibility of the referral.
Please note: if the employee name is not listed on the candidate's application, the referral will not be eligible.
- Upon completion of 90 days of employment, the referring employee will be issued a bonus check. The referral bonus check reflects the net amount of the bonus (taxes have already been withheld).

**QUESTIONS?
CONTACT RECRUITMENT
AT (802) 847-2825, OPTION 3**

** Based on market conditions and hiring needs, Fletcher Allen reserves the right to amend, interpret, terminate or suspend this program at any time*

Hiring EVERYDAY Heroes

Fletcher Allen's Employee Referral Bonus Program offers you:

- \$1,000 payout for eligible full-time positions
- \$500 payout for eligible part-time positions

Simply recommend stand-out candidates to us: friends, family members, colleagues, acquaintances, anyone you think would make an outstanding addition to the Fletcher Allen team. Each successfully hired referral you make may lead to a big reward!

The following designated positions, as specified by Human Resources, are eligible for reward bonuses:

All Leadership Positions

Angiography Technologist

Applications Analyst

Arrhythmia Device Specialist RN

Arrhythmia Services Specialist RN

Audiologist

Cardiac Nurse Sonographer

Cardiology Stress Lab RN

Care Coordinator

Catheter Lab Specialist

Charge Technologist

Clinical Informatics Specialist

Clinical Nurse Specialist

CNL/PSG Technician

CT Technologist

Database Administrator

Dialysis Staff Nurse

Histotechnician

IV Staff Nurse

Medical Patient Safety Coordinator

Medical Physicist

Medical Technologist

MRI Technologist

Neonatal Nurse Practitioner

Network Engineer

Nuclear Medicine Technologist

Nurse Clinician

Nurse Educator

Nurse Midwife

Nurse Practitioner

Occupational Therapist

Occupational Therapist Assistant

Ophthalmic Assistant

OR Technician

Pathology Assistant

Pharmacist

Physical Therapist

Physical Therapist Assistant

Physician Assistant

Programmer Analyst

Pulmonary Function Technologist

Radiation Therapist

Radiology Staff Nurse

Radiology Technologist

Rehab Admission Coordinator

Research Nurse

Respiratory Therapist

Sonographer

Speech Pathologist

Staff Nurse

Vascular Technician

PROGRAM DETAILS

You must be a Fletcher Allen employee to be eligible, and be employed by Fletcher Allen at the time payouts are disbursed. You may refer as many candidates as desired. The candidate must include the referring employee's name on his /her online application at time of submission.

For complete program details, go to www.fletcherallen.org/about/employment_opportunities/referral_program