

# RECRUIT FOR LOOT

SEE BACK FOR COMPLETE DETAILS AND ELIGIBILITY



McLaren Central Michigan has a history of serving our community. Let's take the next step together and build upon our wonderful heritage. Invite your friends to become a part of our history!

We are seeking to fill many positions and are offering bonuses to those employees who are successful in helping to recruit. Complete a recruitment referral form and submit to Human Resources while the position is posted and prior to candidate being interviewed to be eligible.

## \$5,000

- REGISTERED NURSE
- SURGICAL TECH
- SURGICAL TECH FIRST ASSIST



SCAN THE QR CODE FOR  
A COMPLETE LIST OF  
CURRENT JOB OPENINGS



## WHAT IS THE EMPLOYEE REFERRAL BONUS PROGRAM?

The Employee Referral Bonus Program encourages and rewards the contributions that our employees can make in the attraction and retention of our most important resources –our workforce.

## HOW DOES THE REFERRER RECEIVE THE BONUS PAYMENT?

A referral bonus is paid to the “referrer” as follows:

- One half paid after completion of six months employment.
- One half paid after completion of one year of employment.
- Referrals received will be paid based on hire date.

Bonuses will be paid at the end of the next full pay cycle following the completion of the eligibility period and are subject to bonus tax rates. Payments are subject to all normal payroll deductions.

## WHO IS ELIGIBLE TO APPLY FOR THE AVAILABLE POSITIONS?

Referred Candidates Must:

- Meet minimum requirements of the posted position.
- Have not been employed by a subsidiary of McLaren Health Care (MHC) within the past twelve (12) months.

## REFERRAL ELIGIBILITY:

- Referrals may be made by current MHC subsidiary employees.
- The referrer and the new hire must both be current employees at the time of each payment.
- The new hire must maintain eligibility status throughout the bonus period.
- Human Resources employees, leadership (supervisors and above) and physicians, either employed or with staff privileges, are not eligible for bonus payments.

## HOW DO I REFER A CANDIDATE?

Application Process:

1. The referrer identifies a candidate matching a full or part-time position currently eligible under the referral program.
2. Referrer must complete a Referral Request and turn it into Human Resources while position is posted.
3. Referrals received after the posting is filled will not be considered.
4. Only one referral form is accepted per candidate. Bonuses will not be split under this program.
5. The Human Resources department will notify the referrer if the applicant is hired. Process for payment and delivery of check is explained to referrer at this time.

***This is a discretionary program and is subject to change or cancellation at any time.***

# RECRUIT FOR LOOT REFERRAL FORM

CALL HUMAN RESOURCES AT (989) 772-6857 WITH ANY QUESTIONS

EMPLOYEE'S NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

DATE REFERRED: \_\_\_\_\_

NAME OF REFERRED CANDIDATE: \_\_\_\_\_

REFERRED CANDIDATE TELEPHONE NUMBER: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

### NOTES:

1. Referral form must be completed prior to, or at the time the application is received in Human Resources.
2. Any referral which requires payment to an agency or recruiter, etc., will not be eligible for this recruitment incentive.