

Employee Referral Program

Description

Valley Medical Group is always looking for talented people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to Valley Medical Group, you may be awarded a referral bonus of \$250 (less taxes) if you refer a candidate and he or she is hired.

Employees must refer candidates to Human Resources through the Employee Referral Program link on Valley Medical Group's intranet site.

Program Rules

- All Valley Medical Group employees, except those at vice president level and above, Recruiting personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Valley Medical Group. Temporary, summer, contract and former employees of Valley Medical Group are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources through the Employee Referral Program link on the intranet site.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Valley Medical Group during the hired candidate's first 90 days of employment to receive payment of the referral bonus.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid after 90 days of employment of the referred employee (payment will be made to the referring employee on the next payroll date following eligibility).

We reserve the right to change or cancel the terms of our referral bonus program over time depending on the need to fill certain positions. We also reserve the right to discontinue a bonus incentive if it proves ineffective or inefficient. Any changes will be communicated clearly and timely. Employees who referred candidates before a bonus was discontinued will still receive the appropriate bonus.