



## **Employee Referral Bonus Program**

Baptist Community Services is always looking for great people, and you can help. If you know someone you think who would be a great addition to any of our open positions (full-time and part-time only) throughout BCS and they meet the qualifications, it may be worth up to **\$500** to you.

Refer candidates who meet the qualifications to our HR department using the attached Candidate Referral Form. If your candidate is hired and meets the requirements below, you will be awarded **\$500** (after taxes).

The referral bonus program has very few rules, but these apply:

1. The hiring of a referred employee must occur within three months of the initial referral date.
2. Only full-time and part-time open positions are eligible. (In other words, an employee cannot get a referral bonus for referring a PRN candidate.)
3. All Management and HR employees are excluded from receiving referral bonuses.
4. To be eligible for an award, either (1) the referrals must be submitted to Human Resources and must include a Candidate Referral Form or (2) the applicant must enter the referring BCS employee name on their initial application through HealthcareSource.
5. The referring employee will receive \$500 when the referred employee receives his/her first paycheck.
6. The first employee to refer a candidate will be the only referring employee eligible for payment.
7. All candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.



# BAPTIST COMMUNITY SERVICES

*Enriching Lives Through Christian Care*

## Candidate Referral Form:

Candidate's Job Title: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Referral Date: \_\_\_\_\_

Referring Employee's Name: \_\_\_\_\_

I have read and understand the Referral Program Rules.

\_\_\_\_\_  
Referring Employee's or HR Representative Signature

\_\_\_\_\_  
Date

Send this form to the BCS Human Resources Department as soon as you make the referral.

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### **For Office Use Only**

Employee Hire Date: \_\_\_\_\_

Employee Status: \_\_\_\_\_

1 <sup>st</sup> Installment Due

1 <sup>st</sup> Installment Paid