

Employee Referral
Bonus Program
for Nurse Recruitment



**Thomas Jefferson
University Hospital**
Jefferson Health System

Advanced Medicine. Superior Care.™



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University Hospital**
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www.jeffersonhospital.org

Employee Referral Bonus Program for Nurse Recruitment

Objective

Thomas Jefferson University Hospital has earned a national reputation for providing state-of-the-art, quality patient care. This reputation is maintained through the dedicated talents and skills of our employees and medical staff.

As we face the challenge of maintaining our nursing excellence in a period of nursing shortages, we are seeking your assistance in identifying qualified individuals to fill our vacancies. An Employee Referral Bonus Program has been developed by the department of nursing to recruit experienced professional RN's for designated vacancies. We strongly believe our employees are an excellent resource to successfully recruit qualified individuals to fill these vacancies. This program will provide a financial incentive to eligible employees who choose to participate.

Bonus

Referral bonus payment for the recruitment of experienced full and part-time RNs (at least forty [40] hours bi-weekly) will be as follows:

- A \$1000 initial payment will be made upon successful completion of the referred employee's probationary period.
- A \$1000 final payment will be made on the first year anniversary of the referred employee, contingent upon the employee's satisfactory performance appraisal.

The referring employee must still be employed within the Jefferson Health System. The bonus payment will be pro-rated for employees hired to work less than forty (40) hours bi-weekly.

Referral bonus payment for the recruitment of experienced Pool RN's will be as follows:

- A \$500 initial payment will be made upon successful completion of the referred employee's orientation.
- A \$500 final payment will be made on the first year anniversary of the referred employee, contingent upon the employee's satisfactory performance appraisal and working the pool requirement of two (2) weekend shifts per month. The referring employee must still be employed within the Jefferson Health System.

Bonus payments are taxable compensation and subject to appropriate tax reporting and withholding.

Eligibility

- All employees of Thomas Jefferson University Hospital, Methodist Hospital, Jefferson University Physicians, and Thomas Jefferson University are eligible to refer applicants to participate in the program.
- Senior Officers, Senior Vice Presidents, Vice Presidents, Managers of the units recruiting, and Human Resources staff are not eligible.
- No award will be payable if a position is filled by a current Jefferson Health System or University employee.
- Only specified vacancies in the Department of Nursing will be eligible for bonus referrals.
- A list of qualified vacancies will be maintained in the employment office and can be found by **1:** accessing the job opportunities Web Site (www.employment.tju.edu), **2:** calling the hotline at 215-503-8313, or **3:** checking the printed job postings.

Referral Process

- A supply of Referral Forms will be maintained in the Employment Office (1st Floor Martin Building), Nursing Office (1900 Gibbon), and Methodist Hospital Human Resources.
- Additional copies may be requested by calling 215-503-7700.
- A completed referral form should be provided to the applicant and/or sent to the Nurse Recruiter in order to qualify for bonus.
- The Nurse Recruiter, Manager of Employee Selection and Placement, and Methodist Hospital Human Resources will be responsible for administration of the program and validating eligibility for bonus.

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This serves to introduce _____, as a candidate for the position of _____, in the (unit) _____, at Thomas Jefferson University Hospital, in the Department of Nursing.

It is the pleasure of _____ from the Department of _____ to refer this individual through the *Employee Referral Bonus Program*. I am attaching my candidate's resume for your review and consideration.

Employee Signature		Date
Work Phone	Home Phone	E-mail

Please hand deliver/or mail to: Mary Marczyk, R.N., M.S.N., Nurse Recruiter, 120 Martin Building or Nursing Office, 1900 Gibbon.

For Nurse Recruiter Use Only

Reviewed	Date
Referred	Date
Interviewed	Date
Hired	Date
Approved for Bonus	Date