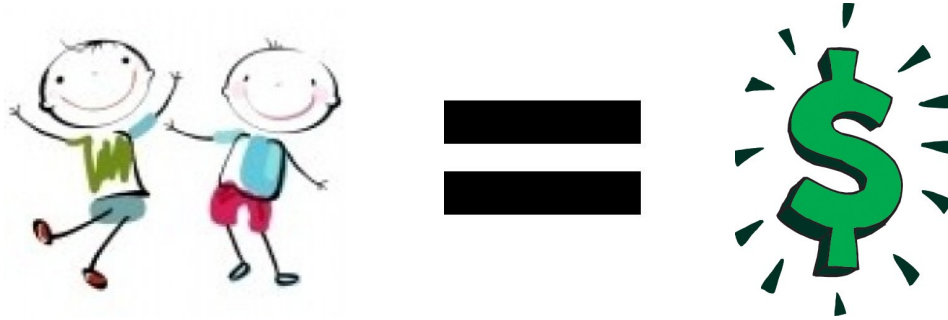


# *NHS Refer a Friend Program*



When it comes to the New Hope Employee Referral Program, having friends could equal extra cash in your pocket!

If you know someone that could contribute to the mission of New Hope Services, Inc. and provide great services to our community, you should take advantage of our referral program.

Submit the employee referral form to HR and if we hire your referral you are eligible for \$50 upon their hire and an additional \$100 when they complete their 90 day Introductory Period.

Date:

Employee Name:

Referral Name:

Referral Phone Number:

Position Applied for:

/ / Date referral form was received

/ / Date of employment application was received

/ / Date of hire

HR Rep Initial

# *NHS Refer a Friend Program*



## **What to do?**

1. Fill out a Refer a Friend form and turn in to HR. You must turn in the form before the person is hired to be eligible for the bonus. Forms can be found on the NHS Job Postings website, Intranet or Human Resources Shared folder.
2. Refer the interested person to apply for the position.

## **Program Rules:**

1. Referral Eligibility: Every NHS employee is eligible to earn the bonus except those actually involved in the hiring decision and Department Directors.
2. The referral date cannot be earlier than the date of the job posting. The hiring of the referred employee must occur within 90 days (3 months) of the initial referral date.
3. The referral must represent the applicant's first contact with NHS. Temporary, summer, student and former employees of NHS are not eligible candidates for referral awards.
4. To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Refer a Friend Form
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. Only candidates who meet the essential qualifications for the position will be considered.
7. All candidates will be evaluated for employment consistent with NHS policies and procedures.
8. All information regarding the hiring decision will remain confidential.
9. The referring employee and the referred employee must still be employed by NHS at the time of payment in order to receive payment.
10. Any disputes or interpretations of the program will be handled through Human Resources.
11. Payment schedule: \$50 to be added to your paycheck coincident with new employee's date of hire. Additional \$100 to be paid at the end of the employee's 90 days (introductory period) and added to your paycheck.

**Please note: HR will not divulge any information regarding the applicant's status with NHS other than the date of receipt of application and the date of hire if the applicant is hired.**