

CapeSide Employee and Contractor - Referral Program

Program Summary

CapeSide is always looking for good 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 is where you come in! If you know someone who would be a good addition to CapeSide, you may be awarded a referral bonus of \$500.00 if you refer a candidate and he or she is hired.

Positions that we always accept resumes for include, but are not limited to:

- Administration: Customer Service (Patient Care Coordinators)
- Nurse Practitioners
- Licensed Counselors

Employees and/or Contractors must refer candidates to Human Resources through the *employee referral program link on CapeSide's website (when operational)* or by using the attached candidate referral form.

Program Rules

- All CapeSide employees & contractors, except those at vice president level and above, Human Resources & 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 or contractor must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with CapeSide.
- Temporary, summer, contract, and former employees of CapeSide are not eligible candidates for referral awards.
- To be eligible for an award, an employee or contractor must submit a referral to Human Resources with a candidate referral form with resume or employment application.
- The first employee or contractor 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 or contractor must be actively employed by CapeSide during the hired candidate's first 90 days of employment to receive payment of the referral bonus.
- All referral bonus payments will be paid on a normal scheduled payroll; after the referred employee's completes 90 days & 12 months of employment at CapeSide.
- The first payment to you, the active employee or contractor is \$150 (at 3 months) and remaining balance of \$350 (at 12 months).

**CapeSide Employee/Contractor Referral Program
Candidate Referral Form**

Job Opening:	Referral Source (CapeSide Employee or Contractor's Name):
--------------	---

Candidate's Name:	Referral Date:
-------------------	----------------

Mobile Phone:	Personal Email:
---------------	-----------------

I have read and understand the referral program rules.

CapeSide Employee or Contractor's Signature Date

Human Resources Signature Date

Attach the candidate's resume or application and submit this form to Human Resources via email @ lcrowe@capesidepsychiatry.com.

INTERNAL USE ONLY:
Pay Date(s): _____
New candidate's hire date: _____