

mission

Leading the way to a healthier you and a healthier community through service, teaching, discovery, and team work.

vision

MetroHealth will be the most admired public health system in the nation, renowned for our innovations, outcomes, service and financial strength.

our STAR.IQ values

Service to Others

Teamwork

Accountability

Respect

Inclusion and Diversity

Quest for Excellence

We are looking for more employees just like you who are passionate about our vision, mission, and values. If you have a friend or family member you believe would be a good addition to our MetroHealth Team, please complete a Referral Bonus Program form and submit to Human Resources.

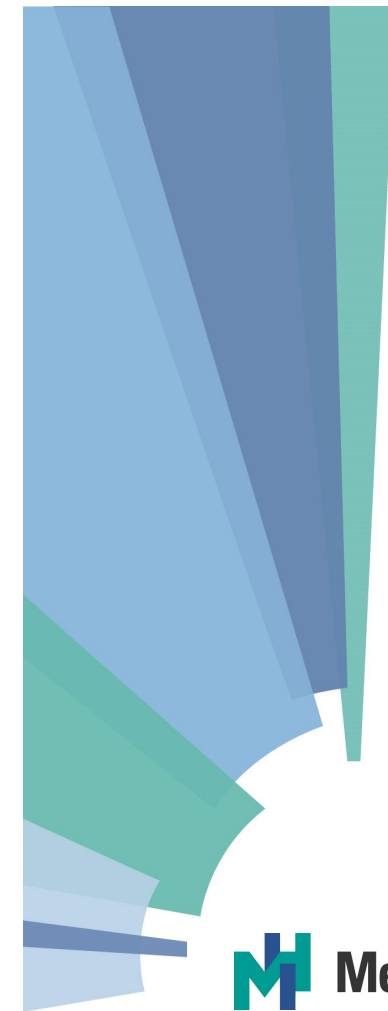
Effective 1/1/2018



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metrohealth.org/mychart



Referral Bonus Program



Applying for your new hire \$1000 referral bonus:

Please complete the attached Referral Bonus Program Form and submit to Human Resources via:

Email to: nurserecruitment@metrohealth.org

Steps to Take:

- ◆ **Referred applicant:** must complete an employment application online through MetroHealth.org/careers and list you as the "Referral Source"
- ◆ **Referring employee:** must submit the Referral Bonus Program Form to HR / Talent Acquisition before the referred applicant is hired. Click "Submit to HR" on this form to draft an email to HR

Positions included:

Nursing:

- ◆ Flight Nurse Specialists
- ◆ RN- Clinical Nurse: 1 year of experience **required**

Respiratory Therapy:

- ◆ Respiratory Therapists: 1 year of experience is **required**

Pathology:

- ◆ Cytotechnologists
- ◆ Histology Technologists
- ◆ Laboratory Technologists



Referral Guidelines

- ◆ If an applicant is referred by more than one employee, the date on each referral bonus form will be used to determine who receives the bonus payment unless mutual agreement is made to share the bonus.
- ◆ 50% of the bonus payment is issued in the pay period following the completion of the referred employee's probationary period. The remaining 50% is issued at 1 year of employment. Both the referring and the referred employees must be employed at the time the bonus award is payable.
- ◆ No limits regarding the number of qualified applicants you may refer or how many awards you will receive.
- ◆ Applicant information is confidential and will not be shared with referring employees.
- ◆ The Referral Bonus Program does not guarantee the applicant will be hired.
- ◆ All employees of The MetroHealth System are eligible to refer applicants under the bonus program with the below exceptions:

Referral Exceptions

- ◆ Human Resources Personnel, Senior Leadership Managers /Directors for positions within their areas.
- ◆ Rehires, retirees, and employees returning from leaves of absence.
- ◆ Employees involved in the shadowing experience of a prospective new hire or clinical rotation of a student, unless the referral form was received in Human Resources prior to the start date of the shadowing experience or the clinical experience.

Referral Bonus Form

Employee Name

Employee ID Number

Employee Telephone Number

Name of Applicant being Referred

Position Title for Applicant

I understand the following conditions apply to this program:

- ◆ Hire of an applicant is subject to the usual and customary employment criteria of the MetroHealth System, including but not limited to background/reference checks and pre-employment screening.
- ◆ I must be employed by The MetroHealth System when the bonus award is due in order to receive payment.
- ◆ Referred employee must successfully complete their probationary period.

Employee Signature

Date

For HR Office Use Only

Hire Date of Referred Employee: _____

Referred ID #: _____ Pay Period ##: _____

Process Level/Cost Center: _____

TA Team Member: _____

Approved by: _____