



Employment Candidate Recruitment Form

Date: \_\_\_\_\_ Employee's Name: \_\_\_\_\_

Name of applicant referred for employment with SLVH: \_\_\_\_\_

Position candidate applied for: \_\_\_\_\_

To be eligible, the candidate must have listed the referring employee's name on their application as the person who referred them if I expect to receive the specified bonus. Additionally, employees are not eligible for a referral bonus if they had any direct involvement in the selection process.

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Table with 3 columns: Hard-To-Fill Recruitment Bonus: \$1,500; Moderate-To-Fill Recruitment Bonus: \$750; Easier-To-Fill Recruitment Bonus: \$375. Lists job titles like Director-level position, Registered Nurse, etc.

I have referred the above-named applicant for employment with SLVH. I understand that:

- This referral is not a guarantee of employment for the applicant with SLVH.
I understand that if my candidate is hired, I may only receive the designated referral bonus as specified in SLVH's policy in place at the time my candidate is hired.
I have reviewed the SLVH's Employee Recruitment Bonus Program Policy (HR.31) and I understand the time requirements and the associated bonus amount I may be eligible for in relation to this referral situation.

Employee Signature

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For Human Resource Use Only:

Date received: \_\_\_\_\_ Date applicant hired: \_\_\_\_\_

Total amount of eligible bonus: \_\_\_\_\_

Payroll dates eligible for bonus: \_\_\_\_\_ (90 days) \_\_\_\_\_ (1 year)

Bonus issued: \_\_\_\_\_ Bonus issued: \_\_\_\_\_