


# EMPLOYEE



# REFERRAL BONUS

GBMC Needs More All-Stars Like You!  
Refer a Friend to Work for Us!

Know someone who would be a great fit at GBMC HealthCare? We're looking for top talent – if you refer someone for select hard-to-fill positions, you could receive a limited-time referral bonus\*!

- **Nurses:**  
Full-time - \$5,000;  
Part-time - \$2,500
- **Advanced Practitioners:**  
Full-time - \$2,500;  
Part-time - \$1,250
- **Support Services:** \$500
- **Security Guards** - \$500
- **Pharmacy Technicians** - \$500
- **Pharmacists** - \$1,000

Applicants must have accepted an offer of employment between December 13, 2021 and February 1, 2022.

The candidate you refer MUST put your first and last name on his/her application in the "do you have friends or relatives working at GBMC?" section in order to receive a bonus.

This referral program overrides all existing programs currently in place.

*\*See FAQ document or the InfoWeb for terms, conditions and exclusions.*



# FAQs

## How do I participate?

Tell the people you know why you find GBMC a GREATER place to work and encourage them to apply!

Refer someone for one of the eligible hard-to-fill positions (nurses, advance practitioners, support services, security guards, pharmacy technicians, pharmacists).

## What are the hard-to-fill positions that are eligible and how much is the referral bonus for each?

- Nurses: Full-time - \$5,000; Part-time - \$2,500
- Advanced Practitioners: Full-time - \$2,500; Part-time - \$1,250
- Support Services - \$500
- Security Guards - \$500
- Pharmacy Technicians - \$500
- Pharmacists - \$1,000

## How Do I Make a Referral?

Instruct the candidate to fill out an application at [gbmc.org/careers](https://gbmc.org/careers).

The candidate you refer MUST put your first and last name on his/her application in the section "do you have friends or relatives working at GBMC?" This is for applications received on or after December 13, 2021.

Retroactive referrals are not eligible, so make sure your referral has your name on her/his application. Applicants must accept a job offer with GBMC by February 1, 2022.

## When and how will I receive my referral bonus?

Any referral bonus that totals more than \$500 will be paid in two installments:

- Payment 1: After your referral has successfully completed his/her 90-day Introductory Period, you will receive half of the bonus.
- Payment 2: After your referral has been employed in the hard-to-fill position for 1 year, you will receive the second half of your reward.

*Note: All referral rewards are included with regular paychecks and are paid in the paycheck following completion of the defined time period for each payment. All referral rewards are considered income and will be taxed according to applicable laws and regulations.*

## What if more than one person refers the same candidate? Is there a limit to how many referral bonuses an employee can receive?

If more than one person refers jointly, we will evenly split the reward amongst the listed referrers.

There is no limit to the amount of referral bonuses an employee can receive.

## What should the person I'm referring expect?

Our Talent Acquisition team member follow our normal selection procedures, which potentially include interviews with both Human Resources (by the recruiter) and the hiring department, and the referred candidate must fully meet or exceed minimum qualifications for the position.

The hiring manager makes the final decision on selection. Regardless of the employment decision, we will strictly honor your referral's confidentiality.

## What if my referral leaves GBMC before reaching 90 days or 1 year of employment in the hard-to-fill position?

Occasionally, a referral may leave the hard-to-fill position or GBMC before your referral reward is paid. To receive your reward at each of the employment milestones, the following must occur:

- You, as the referring employee, must be actively employed at the time your 90-day reward is due and also at the time your 1-year reward is due.
- Your referral must also be actively employed in the hard-to-fill position at the time each of your rewards is due.

## What GBMC HealthCare employees are eligible to refer candidates?

- All actively-working GBMC employees, across all work systems are eligible to refer job candidates in any of the above categories and across all work systems.
- The referring employee must be employed by GBMC Healthcare at the time of the referral bonus payout or they forfeit the referral bonus.

*Some exclusions apply: Senior directors, vice presidents, department chairmen, and recruiters, are not eligible to receive a referral bonus*

## Additional information:

Referral Bonuses will be paid by the hiring department. GBMC determines which positions are eligible under the program. GBMC considers a number of factors, such as turnover rates, period of time positions have been vacant, and number of vacancies and their impact on direct patient care. The Referral Program is subject to change dependent upon business needs.

