

# EMPLOYEE REFERRAL PROGRAM

At Cedars-Sinai, we're giving everything we have to find the most dedicated and passionate professionals to join our team. We are offering bonuses up to \$3,000 for talented people like you, to help lead the way in providing the highest quality patient care. See back for detailed payout information.

## SUPER BONUS ELIGIBLE POSITIONS: \$3,000

### All Registered Nurses

All positions, full or part-time. (Excludes RN Internship and RN New Grad Programs.)

### Advanced Practice

Pharmacists, Physician Assistants, Clinical Laboratory Scientists (all levels)

### Allied Health Professionals

Clinical/Registered Dietitians, Imaging Clinical Associates (all disciplines), Mammography Techs, MRI Techs, Nuclear Med Techs, Rad Techs

### Health Information

Coders/Coder Specialists, Team Leads & Supervisors

### Laboratory Professionals

Cytogenetic Technologists, Electron Microscopists, Histologists, Pathologist's Assistants, Team Leads & Supervisors

### Rehab Professionals

Occupational Therapists, Physical Therapists, Speech-Language Pathologists

### Team Leads & Supervisors

Health Information, Imaging, Information Technology, Laboratory, Rehab

## REGULAR BONUS ELIGIBLE POSITIONS:

**\$1,000 Day Shift**

**\$1,500 Night Shift**

### Allied Health Professionals

Cath Lab RTs, COTAs, Dosimetrists, Licensed Clinical Social Workers, Medical Lab Assistants, Certified Phlebotomist Technicians, Physical Therapy Assistants, Physicists, Psychologists, Recreational Therapists, Respiratory Therapists

### Allied Health Technicians

Central Processing Technicians, Echo Technicians, EEG Technicians, HLA Technicians, IOM Technicians, Registered Dietetic Technicians, Specialty Technicians, Surgical Technicians

**VETERANS BONUS: \$1,500**

All positions

*Per Diem vacancies are not eligible for the Employee Referral Program.*

Explore your options at: [careers.cedars-sinai.edu](http://careers.cedars-sinai.edu)

## CEDARS-SINAI EMPLOYEE REFERRAL FORM

Please attach this form to your referral's resume and then return it to the Recruitment/HR Office, PACT 700.

### REFERRAL INFORMATION:

Referral's Name \_\_\_\_\_

Title \_\_\_\_\_

Dept. \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Hire \_\_\_\_\_

### EMPLOYEE INFORMATION:

Employee Making Referral \_\_\_\_\_

Title \_\_\_\_\_

Dept. \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

# PROGRAM GUIDELINES

- 1 All employees who refer candidates will be sent an acknowledgment.
- 2 An Employee Referral Bonus will be paid for day and night shift positions to the referring employee when their referred candidate completes New Hire Orientation and, as applicable, Patient Care Orientation and Nursing Core Orientation and one month of satisfactory employment.
- 3 Super Bonus will be paid to the referring employee for hard-to-fill positions when their referred candidate completes New Hire Orientation and, as applicable, Patient Care Orientation and Nursing Core Orientation and one month of satisfactory employment. The second payment of the Super Bonus will be paid after the employee referral completes one year of continuous employment excluding any leaves of absence.
- 4 The Regular Bonus and Super Bonus will be paid via a separate payroll check and taxed at the applicable rate.
- 5 Employee Referral Bonuses are not retroactive and will not be paid retroactively for positions hired. Submission by the referring employee must be within 30 days from the date of hire.
- 6 The Veteran's Bonus does not combine with other referral bonuses. Employees will receive the greater of whichever referral bonus they are eligible for.
- 7 All RN referrals must have at least one or more years of acute care, RN experience. The Employee Referral Program is for eligible positions only in open and regular full-time and part-time vacancies. Shifts will be determined based upon the shift requirements as indicated by requirements on the open vacancies. Per Diem vacancies are not eligible for the Employee Referral Bonus Program. Referrals for the RN Internship, RN New Grad programs, and former employees (rehires, reinstatements) do not qualify for the referral program.
- 8 To be eligible for the program, the individual referred must match the job requirements and competencies for eligible positions and be interviewed by a Talent Advisor, Department Manager and/or designated department representative. Human Resources and Health System Management staff reserve the right to determine if an individual meets the necessary qualifications.
- 9 Candidates must be referred by a current Cedars-Sinai employee. Candidates cannot be current employees of Cedars-Sinai or have been employed by Cedars-Sinai in the past year.
- 10 Agency or any other contract staff who have current working assignments with Cedars-Sinai are not eligible to be considered as employee referrals for the purposes of this program.
- 11 Both the referring employee and the hired referral must be current employees at the time the bonuses are paid.
- 12 Applications or resumes must be submitted with the applicant's content and referral information must be presented to Human Resources prior to the date of hire.
- 13 The name of the referring employee must be listed on the applicant's Online Application (OLA) under General Information: "Do you have any acquaintances and/or relatives employed at Cedars-Sinai Health System?" All employee referrals must be received by Human Resources prior to the hire.
- 14 All Cedars-Sinai Health System employees are eligible for participation in the program, with the exception of Human Resources Recruitment staff and attending physicians. The referring employee may not be a party to the hiring decision.
- 15 Human Resources, in conjunction with Health System Management, may alter or change the positions included in both the Employee Referral Super Bonus Program and the Employee Referral Bonus Program at any time.
- 16 Human Resources will have the final authority over all aspects of this program. Any aspect of this program is not subject to conflict resolution or grievance.

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## PAYOUT INFORMATION

### **SUPER BONUS:**

Employees will receive part 1 of the bonus (\$1,000) via separate payroll check\* for each referral hired as a result of an employee referral after their referral has completed one (1) month of employment.

Employees will receive part 2 of the bonus (\$2,000) via a separate payroll check\* after their referral has completed one (1) year of continuous employment excluding leaves of absence.

### **REGULAR BONUS:**

Employees will receive \$1,000 (day shift) or \$1,500 (night shift or veteran) via a separate payroll check\* for each referral hired as a result of an employee referral after their referral has completed one (1) month of employment.

*\*Please allow time for check processing.*

CONTACT HUMAN RESOURCES RECRUITMENT AT 310-423-5521 FOR MORE INFORMATION.  
VISIT OUR WEBSITE AT: [CAREERS.CEDARS-SINAI.EDU](http://CAREERS.CEDARS-SINAI.EDU)

*Cedars-Sinai welcomes and encourages diversity and is committed to maintaining a drug and alcohol-free workplace. AA/EOE.*



**CEDARS-SINAI**<sup>®</sup>