

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

RNs

All regular vacancies, full- or part-time in the following areas—
Adult Critical Care Units, Case Managers, Cath Lab, ED, Labor & Delivery, Med/Surg (Monitored and Ventilator Units), OR/PACU, Pediatric/Neonatal Critical Care Units, Research RNs (excludes RN Internship and RN New Grad Programs)

Advanced Practice RNs

All regular vacancies—
Nurse Practitioners and Clinical Nurse Specialists

Allied Health Professionals

All regular vacancies—
Clinical/Registered Dietitians, CT Techs, Imaging Clinical Associates (all disciplines), Mammography Techs, MRI Techs, Nuclear Med Techs, Pharmacists, Physician Assistants, Rad Techs

Health Information

All regular vacancies—
Coders/Coder Specialists, Team Leads & Supervisors

Information Technology Professionals

All regular vacancies—
Application Specialists, Database Administrators, Programmer/Analysts, Systems Engineers, Systems Integrators, Team Leads, Trainers

Laboratory Professionals

All regular vacancies—
Clinical Laboratory Scientists (all levels), Cytogenetic Technologists, Electron Microscopists, Histologists, Pathologist's Assistants, Team Leads & Supervisors

Rehab Professionals

All regular vacancies—
Occupational Therapists, Physical Therapists, Speech-Language Pathologists

Managers

All regular vacancies—
Clinical/Support Services, Health System, Information Technology and Service Line Managers

Team Leads & Supervisors

All regular vacancies—
Health Information, Imaging, Information Technology, Laboratory, Rehab

REGULAR BONUS ELIGIBLE POSITIONS:

\$1,000 Day Shift
\$1,500 Night Shift

Allied Health Professionals

All regular vacancies—
Cath Lab RTs, COTAs, Dosimetrists, Licensed Clinical Social Workers, Medical Lab Assistants, Certified Phlebotomist Technicians, Physical Therapy Assistants, Physicists, Psychologists, Radiation Therapists, Recreational Therapists, Respiratory Therapists, Sr. Medical Laboratory Assistants

Allied Health Technicians

All regular vacancies—
Central Processing Technicians, Cytogenetic Technicians, Echo Technicians, EEG Technicians, HLA Technicians, IOM Technicians, Registered Dietetic Technicians, Specialty Technicians, Surgical Technicians

Per Diem vacancies are not eligible for either the Super Bonus or the Regular Bonus.

Explore your options at: www.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 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.
- 7 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.
- 8 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.
- 9 Referrals of agency or other contract staff who have current work assignments with Cedars-Sinai or has ended the work assignment within the last twelve (12) months are not eligible to be considered as employee referrals for the purposes of this program.
- 10 Both the referring employee and the hired referral must be current employees at the time the bonuses are paid.
- 11 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.
- 12 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.
- 13 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.
- 14 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.
- 15 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.

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) 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:
www.cedars-sinai.edu

Cedars-Sinai Medical Center welcomes and encourages diversity and is committed to maintaining a drug- and alcohol-free workplace. EEO/AA/F/Veteran/Disabled.



CEDARS-SINAI®