

Quality Care Services

Employee Referral Bonus Program

Employee Referral Bonus

Quality Care Services, Inc is committed to recruiting and retaining the best-suited individuals. Employees are encouraged to refer qualified candidates for positions at Quality Care Service,

Eligibility

1. There does not need to be an open position at the time of the referral.
2. A referred candidate hired into any ten hour or more position will qualify the employee for a referral bonus. If the referred employee's hours change or fluctuate, a review of hours and eligibility will be conducted by the Human Resource Director.
3. The Quality Care Services owners will not be eligible for the referral bonus program.

Referring a Candidate

1. The referring employee will complete a Candidate Referral Form available either from the House Supervisor or Human Resources.
2. The candidate referral will remain active for 90 days after the completion of the form. After 90 days, the employee may resubmit a candidate for the referral bonus eligibility.
3. If more than one employee refers the same candidate, the employee who completes and submits the form to Human Resources first will be eligible.
4. Candidate Referral Forms must be received by Human Resources within 7 calendar days of the date on which the candidate signs the applications form. Even if a job applicant has listed the referring employee on the application, it is still required that the Candidate Referral Form be completed and forwarded to HR within 7 days of the applicant signature date.

Payment

1. After the candidate has completed three months of successful employment, the referring employee will receive a \$100 bonus.
After the candidate has completed 6 months of successful employment the referring employee will receive a \$100 bonus.
2. If an employee terminates prior to the referred candidate completing three or six months successful employment, the referral bonus will not be paid.

If you have any questions on this program, please contact Kim Schwartz at (320) 230-3195.

Quality Care Services, Inc.
Candidate Referral Form

***Note:** In order to be eligible for the referral bonus, this form must be received by Human Resources within 7 calendar days of the date on which the candidate sign the application form. Please return this form to your Supervisor or to Human Resources This form will remain active for 90 days from the date it is received in Human Resources.*

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QCS Employee Name: _____ Today's Date: _____

Name of Referral: _____

Phone Number of Referral: _____

How do you know the candidate: _____

What position and house are you referring this person for ? _____

What qualities would this candidate bring to this position? _____

Human Resource Use Only:	
New Hire Date of Hire: _____	
Date of 3 Month Anniversary: _____	Meeting Standards? YES NO
Date of 6 Month Anniversary: _____	Meeting Standards? YES NO
Referral Successful <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____	
First Payment of \$100 to: _____	Effective date: _____
Second Payment of \$100 to: _____	Effective date: _____
<input type="checkbox"/> PR <input type="checkbox"/> Staff Payroll file	