



Employee Referral Program

Healthix is always looking for great new staff members to become part of our team and you can help with the search! There is no limitation to the number of referrals you can submit.

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Key Terms

Applicant: any individual who applies for a job

Candidate: an applicant who is seriously being considered for the position

Referral: the original entry of a candidate into the Human Resource Dept. candidate database

If you know someone who would be a good addition to our staff and meets the qualifications for the current openings, you may earn a valuable reward if your referral is hired and remains in that position for 90 days in good performance standing.

Eligible Employee Participants

This program is only open to current Healthix employees.

To be eligible for a reward (yes, there's a reward!), the referring employee must submit a completed Employee Referral Program form to the Human Resource Department prior to the candidate being scheduled for a first interview. The candidate must indicate the referrer's name in his/her initial correspondence with HR.

Referring employee must be employed by Healthix at time of referral and at time of reward(s).

The Reward

The reward is based on the job level your referral is hired for (you may contact HR for job level information). Rewards are given for candidates who are interviewed, hired, and remain in that position for 90 days in good standing. Rewards are as follows:

- Entry-level to Manager placement: \$500 reward
- Director level and above placement: \$1,000 reward

How It Works

The Human Resources Department maintains the Employee Referral Program including processing all referral forms and rewards. HR reserves the right to interpret, suspend, modify, or discontinue this program at any time, for any reason. Should the program be discontinued, any in-process referrals will be completed. Referrals are valid for a maximum of six months from submission date. There is no limit to the number of candidates you may refer.

Rewards will not be given unless an official referral form is received by the Human Resources Department prior to the candidate's first interview. To be eligible for the referral reward, Healthix must not already have the candidate's resume.

If an applicant is referred from more than one source, the deciding factor will be HR's date of receipt of the completed Referral Program Form.

Referrer may not be either involved in the hiring process of the eligible position or be the hiring manager or supervisor for the eligible position.

If the referring employee voluntarily terminates employment before the 90-day period, he/she forfeits the referral reward.

If the referring employee is involuntarily separated from Healthix for reasons other than gross misconduct or poor performance, he/she remains eligible to receive the referral reward at the conclusion of the waiting or orientation period.

Eligible Candidates

- The referral program applies only to full-time, regular positions
- 'Rehires' are ineligible
- Temporary candidates are not eligible
- Only candidates who meet the essential qualifications for the position will be considered for this program

How to Refer an Applicant

1. Inform applicant(s) to submit their resume(s) electronically to jslavinsky@healthix.org
2. Complete the Healthix Employee Referral Program Form (attached) and submit it to the Director of Human Resources