



Employee Referral Form – Physical Therapist Assistant/COTA

Referral Guidelines

1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's resume, application, or both, to the Human Resource department.
2. You are eligible for a referral award only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral award of \$150 after the new employee has worked **full-time** (32 or more hours/week) for Therapy Staff, Inc. for 90 days.

If the candidate you refer continues employment, you will receive a referral award of an additional \$150 after the new employee has worked **full-time** (32 or more hours/week) for Therapy Staff, Inc. for an additional 90 days.

If the candidate you refer is hired, you will receive a referral award of \$75 after the new employee has worked **part-time** (16 - 32 hours/week) for Therapy Staff, Inc. for 90 days.

If the candidate you refer continues employment, you will receive a referral award of an additional \$75 after the new employee has worked **part-time** (16 - 32 hours/week) for Therapy Staff, Inc. for an additional 90 days.

If the candidate you refer is hired, you will receive a referral award of \$25 after the new employee has worked **contingent** (less than 16 hours/week) for Therapy Staff, Inc. for 90 days.

If the candidate you refer continues employment, you will receive a referral award of an additional \$25 after the new employee has worked **contingent** (less than 16 hours/week) for Therapy Staff, Inc. for an additional 90 days.

4. Employees involved in the hiring decision for a particular position are not eligible for referral awards for that position.
5. Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

Employee Information

Employee Name: _____ Date: _____

E-Mail Address: _____ Telephone Number: _____

Referral Information

Candidate Name: _____

E-Mail Address: _____ Telephone Number: _____

Position Referred For: _____

For Human Resources Use Only

Date Received: _____ Date Hired: _____

Bonus 1 **DATE:** _____ **AMOUNT:** _____ Bonus 2: **DATE:** _____ **AMOUNT:** _____