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, LLC 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, LLC 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, LLC 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, LLC 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, LLC 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, LLC 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.

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Employee Information

Employee Name: ________________________________ Date: ________________________________

E-Mail Address: ________________________________ Telephone Number: ________________________________

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Referral Information

Candidate Name: ________________________________

E-Mail Address: ________________________________ Telephone Number: ________________________________

Position Referred For: ________________________________

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For Human Resources Use Only

Date Received: ________________________________ Date Hired: ________________________________

Bonus 1 DATE: ________________________________ AMOUNT: ________________________________ Bonus 2: DATE: ________________________________ AMOUNT: ________________________________