# Employee Referral Form – Physical Therapist (PT/DPT)/Occupational Therapist (OT/OTR)/Speech Language Pathologist (SLP)

## 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 $250 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 $250 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 $150 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 $150 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 $50 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 $50 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.

## 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:** ________________