



MARIETTA MEMORIAL HOSPITAL
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MMH Referral Program: FAQ 2008

Q: Who is eligible to participate in the Referral program?

A: *All current employees are encouraged to participate in the referral program. To receive an award you must be an employee of Marietta Memorial Hospital.*

Q: What candidates are eligible to be referred?

A: *All outside candidates within the current job classifications listed on your flyer. Traveler RNs or other contractual RNs are **NOT** eligible under this program. In addition, if you are a PRN or Per Diem employee, you can refer yourself to a flex or full time position, too!*

Q: How do I submit a referral?

A: *You can either visit the MMH Intranet located at www.mmhospital.org under Employee Links and fill out the form, or get a form from Human Resources. You may also use the golden ticket during the May, 2008 promotion. The form **MUST** be submitted for an employee to be eligible.*

Q: Will Human Resources contact my friend to submit an application once I submit the bonus referral?

A: *Yes, the Human Resources Dept. will attempt to contact your friend but it is your responsibility to encourage them to submit a job application. This can be done by sending information via e-mail to Lisa Walters at lwalters@mmhospital.org.*

Q: Do I automatically get a referral bonus whether the candidate is hired or not?

A: *All applicants must go through our current selection process and meet our employment standards for your referral to be effective.*

Q: What if my friend has already submitted an application. Am I eligible for the bonus?

A: *No, you would not be eligible for the referral bonus. The referral must be submitted prior to the submission of your friend's application.*

Q: Is there a limit to the number of referrals I can submit?

A: *No. There is no limit to the number of referrals you may submit or how many awards you can receive.*

Q: What if the referral bonus program is discontinued before I receive my bonus will I still receive my referral bonus if my friend is still employed?

A: *Yes, as long as your referral was processed and candidate hired during the critical recruiting period, you will receive your bonus.*

Q: If I leave my job at Marietta Memorial and my referral is hired, and has been there one

year, will I still get my bonus?

A: *No, a bonus can only be paid to active Marietta Memorial Hospital employees.*

Q: What if my friend transfers to another job within Marietta Memorial during their first year... will I still get my referral bonus?

A: *Yes, as long as your friend remains an active employee of Marietta Memorial you will receive your bonus.*

Q: What happens if two people refer the same candidate?

A: *The referral with the earliest date/time stamp will prevail when an applicant has multiple eligible referrals.*

Q: Is the bonus taxed?

A: *The bonus will be paid in gross dollars, subject to applicable wage withholdings as required by state and federal laws.*

Q: What if I refer a candidate and they have already applied through another source (ex: Job Fair); will I receive an award?

A: *In the event a candidate is referred by more than one source, the award determination will be paid based on the earliest recorded referral date. In this case you will not receive an award.*

Q: How long is my referral valid?

A: *Referrals are valid for one month from the date received and in the system.*

Q: If someone I refer is hired when will I receive the cash award?

A: *If you have qualified to receive a cash award for your referral, shortly after the referral's first day with Marietta Memorial you will receive your bonus. Human Resources will notify you when your check is ready.*