



Employee Referral Program



BEACON
Specialized Living

Employee Referral Program

Beacon employees are eligible for a bonus if they refer quality candidates to work at Beacon.



The Employee Referral Program requires documentation to verify and process.



Employee Referral Program



- Fill out the [HR- Beacon Staff Referral Form](#) found on BaseCamp under Forms
- Send completed form to HR before the applicant is hired.
- Re-hires are not eligible.



- The referred must enter the referee's name when applying for position.
- Once hired, the referred employee must complete Orientation and all required trainings within 30 days for the employee that referred them to qualify for the bonus.



- Referred staff is employed for **30 days** and is fully trained, the employee who referred them will receive \$100
- Referred staff is employed for **1 year** and is up to date on their trainings employee who referred them will receive \$400

Potential total: \$500

Employee Referral Specials

- Some areas may have special referral promotions based on staffing needs.
- The amount of the bonus may vary based on your home or region.
- Check with your area's Recruiter to see if there are any special promotions for your area. If there are, notify your employees so they don't miss out.
- If there are no special referral promotions, Beacon has an established Referral Program with incentives.





Staff Referral Form

Beacon Employee Name :	
Referred Candidates' Name:	
Region/Home Candidate would like to work:	
F/T or P/T and Shift Preference:	
Phone Number of REFERRED CANDIDATE:	
Signature of Employee:	
FOR HUMAN RESOURCES ONLY :	
Date Referral Hired: RE-HIRES NOT ELIGIBLE	
1 MONTH DATE:	IF referred employee is employed over 30 days and HAS COMPLETED ALL INITIAL TRAINING - Complete Check Request for Employees in the amount of 100.00. Date Completed and Initials:
12 MONTH DATE:	if referred employee is employed after 12 months –Complete Check Request for Employees in the amount of 400.00. Date Completed and Initials:

To document an employee referral, complete the Staff Referral Form located on BaseCamp.

When complete, send to HR via email.



Bonus Qualifications



In order to receive the bonus, the following criteria must be met:

- Referred employee must be employed for **30 days** and have completed **all initial training** within that timeframe = **\$100.00**
- Referred employee has been employed for **12 months** and **maintains their training compliance.** = **\$400.00**

<u>1 MONTH DATE:</u>	IF referred employee is employed over 30 days and HAS COMPLETED ALL INITIAL TRAINING - Complete Check Request for Employees in the amount of 100.00. Date Completed and Initials:
<u>12 MONTH DATE:</u>	If referred employee is employed after 12 months –Complete Check Request for Employees in the amount of 400.00. Date Completed and Initials:



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