

Procedure No. 4-10-24
New Issue

Revised: 10-01-23
Issued: 02-10-99

SUBJECT: Recruitment of new employees

PURPOSE: To establish a means to enhance recruitment, and retain qualified employees and to carry out the mandate of Human Resources Policy No. 4.

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Employees of Woodhaven who recommend an individual for employment and the person is hired to a full or part-time position, staff will be eligible for up to a total of a \$500.00 finder's fee within the first year. If the new employee is currently employed on their 6 month anniversary, the referring employee will receive a \$250 finder's fee. If the new employee is currently employed on their 12 month anniversary, the referring employee will receive an additional \$250 finder's fee. To be considered eligible for the fee, the following must occur:

1. The referring employee must be employed with Woodhaven at the time the new employee has successfully completed their 6 month and 12 month evaluation period.
2. The new employee must remain employed with the organization for a minimum of six months to receive any portion of the recruitment fee.
3. Employees who recruit full-time and part-time status staff will be eligible for up to \$500.00 per referral.
4. The referring employee will not be eligible for a recruitment fee if the new employee was previously employed at the organization.
5. All employees are eligible for the recruitment fee except members of the Leadership & Human Resource Team.
6. Recruitment fees will be paid on the first payroll scheduled after approval by Human Resources

Approved by: _____
Human Resource Manager

Date: _____

Attachment: Staff Recruitment Form

STAFF RECRUITMENT FORM

Name of Recruiting Staff: _____

Name of New Employee: _____

Hire Date: _____

Introductory Period

_____ To _____

Staff eligible for Recruitment Fee **Yes** **No**

Recruiting Staff will receive **\$250.00-6 month**

 \$250.00-12 month

HR Approval: _____

