

# ERRN Extra Money!

(Employee Referrals *are wanted* Right Now)

Be a partner in our referral recruitment program and help us identify qualified individuals with potential to become Gundersen Lutheran employees.

**ERRN a \$500 reward for referring an individual to an on-call, part or full-time currently posted non-physician vacancy.**

**ERRN a \$1,000 reward for referring an individual to a currently posted physician vacancy.**

**ERRN a \$5,000 reward for referring an individual to a critically needed physician vacancy, as determined by the Executive Committee. These specific positions will appear in our postings with an asterisk at the end of the position title to signify the critical need designation.**

**To be eligible for any of these referral rewards, current employees must utilize the following guidelines and process:**

- All full-time, part-time and on-call employees (union and non-union) are eligible to participate in this employee referral program. The hiring supervisor(s), Executive Leadership Team members, Human Resource Recruitment Staff and Human Resource Operations Managers (HROMs) are not eligible to participate.
- **You, as the current Gundersen Lutheran employee, must complete, sign and date the ERRN referral form. The form must be submitted to Patti Rodriguez in the HR Service Center (Mail Stop GB1-002) prior to the candidate accepting an offer of employment (a candidate checking “employee referral” on the application is not considered a valid referral).**
- The reward is paid once the employee you referred satisfactorily completes 60 calendar days of employment. You, as the referring employee, must also be employed with Gundersen Lutheran as of this date. There is no limit to the number of bonuses you may earn through referrals.  
**(ERRN rewards are subject to Federal, State and local taxes.)**
- No reward will be paid for candidates who have volunteered or worked at Gundersen Lutheran as a full-time, part-time, on-call, resident, temporary or contract employee during the 12 months before his or her hire date.
- No reward will be given for referring any current employee of a Gundersen Lutheran Affiliate, e.g. Degen Berglund, Tri-State Ambulance, Bethany Lutheran, etc., or for the referral of any individual to enter into the organization’s medical education program, i.e. residency, and transitional programs.
- Final decisions on reward eligibility may be subject to the input/approval of the appropriate Manager/HROM/ Director of Employee Relations & Recruitment. In some instances, ERRN referrals may be denied if the referral is determined to be obtained as a result of information acquired, developed from or in connection with an employee’s position/role with Gundersen Lutheran.
- Only one employee may receive the referral reward for each successful referral hired.

The ERRN form is located on the reverse side of these guidelines. For additional ERRN forms, please visit the Human Resource Service Center, or you can print the guidelines/form from the HR – Recruitment area of the Online Forms Directory or the Job Opportunities page on Gladiator. If you have additional questions regarding the ERRN program, please contact Patti Rodriguez, HR Service Center Representative, at ext. 50015.

*Program guidelines are subject to change without notice  
(September 2003)*

# ERRN

(Employee Referrals *are wanted* Right Now)

This form must be completed in full and submitted to Patti Rodriguez in the HR Service Center (Mail Stop GB1-002). Please submit a form for each candidate you refer and for each position the candidate applies for. The form must be submitted prior to the candidate accepting an offer for the position he or she has applied for. Please have the candidate indicate on their completed application that he or she was referred by a Gundersen Lutheran employee.

## TO BE COMPLETED BY CANDIDATE: (please print all information)

Name: \_\_\_\_\_  
Current Employer: \_\_\_\_\_  
Position applied for: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Have you worked for Gundersen Lutheran in any capacity within the last 12 months?  
\_\_\_ Yes \_\_\_ No  
Date of Application: \_\_\_\_\_

## TO BE COMPLETED BY CURRENT GUNDERSEN LUTHERAN EMPLOYEE: (please print all information)

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Work extension: \_\_\_\_\_ Home #: \_\_\_\_\_  
Employee #: (required) \_\_\_\_\_  
How do you know the candidate? \_\_\_\_\_  
\_\_\_\_\_

I have read and understand the guidelines (located on the reverse side of this form) necessary for participation in Gundersen Lutheran's employee referral program.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### HR Use Only:

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

60 Day payment Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Verified: \_\_\_\_\_

Approved: \_\_\_\_\_

Date sent to Payroll: \_\_\_\_\_

(September 2003)