

# Employee Referral Program

## Marquis Companies

Marquis Companies recognizes that our employees are what make us great, and as our company continuously grows, we are looking to **you** as our most valuable tool when hiring new talent. Help us fill positions with people in your network that you believe will be a great fit for Marquis, and become eligible for our referral bonus!

EFFECTIVE DATE: APRIL 2019

### How It Works

- ✓ 🔍 Identify an open opportunity for a friend
- ✓ 📋 Complete Employee Referral Form
- ✓ 👤 Referral candidate applies
- ✓ 👍 Referral candidate is hired
- ✓ 🙌 Receive your bonus!



### Bonus Breakdown

**\$2,000**

Full-time RCM  
(RN) or DNS

**\$1,000**

Full-time nurse  
(LPN/LVN or RN)

**\$1,000**

Full-time  
CNA or CMA

**\$1,000**

Cook

**\$750**

Full-time caregiver

**\$500**

Dietary aide

*Open job opportunities eligible for the Employee Referral Program at Marquis can be found at [www.marquiscompanies.com/careers](http://www.marquiscompanies.com/careers). For Consonus opportunities, fill out the Consonus form.*

*See official Program Rules and Restrictions for more details.*

# Employee Referral Program

## Rules and Restrictions

### Eligibility

#### **You (the referrer):**

- Must be a full-time or part-time employee of Marquis or Consonus at the time of the referral as well as at the time of the bonus payout date.
- Must submit an Employee Referral Form to your **staffing director** with the candidate's information **prior to** the referral's hire date.
- Must be a regular, full-time, part-time or on-call employee of Marquis or Consonus.
- Cannot be a hiring manager, director, administrator, human resource employee, staffing coordinator, corporate recruiter, vice president, chief financial officer, controller, or general manager.

#### **AND**

#### **They (the referral):**

- Must be referred after April 1, 2019.
- Must be applying for a full-time (30 or more hours a week), permanent position. Internships are not eligible for this program.
- Must state "Employee Referral" on their application.
- Cannot be a current Marquis or Consonus employee or working at Marquis or Consonus as a contractor or temporary employee.
- Cannot be a prior employee of Marquis or Consonus within the last twenty-four months of the referral date.

### Program Guidelines

Half of the bonus will be paid upon the new employee's hire date and the remaining half will be paid after the new employee has been in their position for 90 calendar days for full-time Nurse-LPNs/LVNs or RN, full-time CNA/CMAs, full-time Caregivers, full-time Cooks or full-time Dietary Aides and 180 calendar days for RCMs or DNSs.

If the new employee leaves prior to 90/180 calendar days respectively, no bonus will be awarded, whether the new employee terminates employment voluntarily or is terminated by the company.

The new employee must be in good standing with a good review at the time of the payout.

When duplicate referral forms are submitted for the same open position, the first referral will receive the bonus award if the eligible referral is hired.

When duplicate eligible referrals are submitted for different openings, the individual who submitted the eligible referral for the position that the candidate was hired for will receive the bonus.

*Marquis or Consonus reserves the right to change or cancel this program at any time.*



**MARQUIS**  
COMPANIES

[marquiscompanies.com/careers](http://marquiscompanies.com/careers)

4560 SE International Way, Ste 100  
Milwaukie, OR 97222

**ph** 971-206-5223  
**fx** 971-206-5201

# Employee Referral Program

## Form

EFFECTIVE DATE: APRIL 2019

Submit this form to your staffing director and [careers@marquiscompanies.com](mailto:careers@marquiscompanies.com) prior to the hiring of your referral in order to be eligible for payment of the referral bonus.

Date Submitted \_\_\_\_\_

Employee's Name \_\_\_\_\_

Employee's Facility \_\_\_\_\_

Employee's Position \_\_\_\_\_

Referral Candidate's Name \_\_\_\_\_

Referral Candidate's Desired Position Title \_\_\_\_\_

### **MANAGEMENT APPROVAL: DO NOT WRITE BELOW THIS LINE.**

Staffing Director or Hiring Manager \_\_\_\_\_

Date Received \_\_\_\_\_ New Employee's Start Date \_\_\_\_\_

Bonus Payout Date \_\_\_\_\_ ERP Bonus Received \$ \_\_\_\_\_

\*If a staffing director is submitting this form to refer an applicant, then it must be submitted prior to any interview that is conducted. This is due to an appearance of a conflict of interest with the duties of this position.



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