

**Referral Guidelines**

1. To be eligible for the referral bonus, the referred candidate (referral) must be a new contact for ADEX Medical Staffing.
2. To qualify for a referral reward, the name and contact information of both the referral and the referring party must be included on the ADEX employment application or the ADEX referral form.
3. The referring party will earn \$500 for each healthcare professional he/she refers to us who completes a full 13-week assignment with ADEX Medical Staffing (a full assignment requires that the referral work a minimum of 468 hours based on 36 hour work-week or 520 hours for a 40 work week and meet all contract requirements).
4. Once the referral completes a full 13-week (or longer) assignment with us, the referring party will be eligible for a \$500 referral reward.
5. For referrals hired by ADEX Medical Staffing who complete a full 13-week contract, but do not meet minimum hours worked requirements, ADEX will review, but not guarantee a pro-rated referral reward payment to the referring party.
6. Referred field staff (referral) must start an assignment within one calendar year of the application date associated with the referral. If the referral starts a 13-week assignment but does not complete all 13 weeks, they will have the remainder of the calendar year to start and complete another 13-week assignment. Failure to complete a 13-week assignment within one calendar year from the application date nullifies any referral reward payment.
7. For current ADEX field staff, please ensure your current contact information is in our records so you receive your referral reward. If you are not a current ADEX field employee, please ensure you your contact information is current so that we can send your referral reward.

**Employee Information**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Referral Information**

Candidate Name: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Position Referred For: \_\_\_\_\_

Why this candidate is qualified for this position:

**For Human Resources Use Only**

Date Received: \_\_\_\_\_ Interviewed? \_\_\_\_\_  
Hired? \_\_\_\_\_ Award Date: \_\_\_\_\_