

University of Virginia Physician's Group team Member New Hire Referral Bonus Program

At UPG we strive to employ the very best talent possible and **YOU** are the part of the team that makes us great! So if you know of someone who has the skills and qualifications that we are searching for, we invite you to refer them to our website to apply, and in turn **YOU** will earn a REFERRAL INCENTIVE!

How it works:

1. Simply refer the qualified candidates to our website to apply for applicable positions.
2. Ensure that they list your name as the current UPG employee that is referring them.
3. If your candidate is selected to be hired, please contact [Niki Washington](#)
4. Your candidate must have a hired date in Workday to earn the referral incentive.
5. You will then earn a \$1200 referral incentive
 - An initial payout of \$400 will be awarded 3 months after the referred employee's date of hire
 - A second payout of \$800 will be awarded 12 months after the referred employee's date of hire
 - ***Applicable taxes will apply***

Requirements:

- The candidate must list your name on the job application when applying.
- You must be actively employed with UPG at the time of incentive payouts.
- Only current UPG employees may refer.

Rules and other details:

- If more than one team member makes a referral for one candidate, the incentive will be split evenly.
- All referral incentives will be taxed based on IRS requirements.
- The new employee must not have been referred through an outside agency or other external source.
- The candidate being referred may not be a current UPG employee.
- The candidate being referred may not have been employed with UPG for a minimum of 2 years.
- UPG HR and those participating in the interview or selection process are not eligible for the incentive.
- UPG Managers, Directors, and Senior Level Executives are not eligible to earn referral bonuses for this program.
- If your candidate is selected to be hired, please complete page 2 (UPG New hire Referral Bonus Form) and contact [Niki Washington](#)

Qualifying positions

All UPG positions are currently eligible for the referral bonus program.

*For further information reach out to [Niki Washington](#), or your UPG HR Business Partner

UPG New Hire Referral Bonus Form

Please complete the sections marked with an (*)

*Employee name: _____ *Email ID: _____

*Department: _____

*Start date: _____

*Name of new employee referred: _____

*New employee start date: _____

*New employee department: _____

*Position: _____

*Employee Signature: _____

*Applicant Signature: _____

HR Signature: _____

Please submit to HR&D for Approval and Processing

*******FOR HUMAN RESOURCES USE ONLY*******

Incentive pay out date:

1st payout _____

2nd payout _____