

Providence Health Care Employee Referral Program Guidelines & FAQs



PURPOSE

There's something different about Providence Health Care that sets us apart. It's a consistent intangible that runs throughout our sites, our walls and our people. We lead with our values to continue the mission of our five founding congregations of sisters. We intentionally focus on six populations of emphasis to meet the physical, emotional, social and spiritual needs of the people we serve. Our history of treating vulnerable populations who need it the most continues today through the compassionate care, teaching and research that we are known for. But above all else, our strength lies in our people.

As PHC employees, you are the most credible source to tell our story and you bring validity to our guiding principle, How you want to be treated. Our Employee Referral Program is designed to empower and encourage you, our people, to spread the PHC story by referring exceptional talent to the organization and rewards you for promoting PHC as an employer of choice.

Help be our best advocates by building future pipelines of PHC people. Tell your friends, family and neighbours your PHC story, how your team goes above and beyond to deliver the highest standards of care and how you keep the Providence spirit alive by living our values and making PHC a workplace and a place of care that leads with compassion and social justice. If your referral is hired, you will be rewarded – it's our way of saying thanks.

ELIGIBILITY

- All employees are encouraged to refer candidates to PHC; however, due to the nature of their positions, leaders, managers and Recruitment staff are not eligible to receive a reward.
- Any employee involved in the interview process cannot be considered as a referee for a candidate for hire.
- Individuals completing their practicum/preceptorship at PHC may be considered referred employees provided their referee was not their preceptor/supervisor.
- Referrals include all new employees, regardless of the status of the position (i.e., all regular and casual positions)
- Referees must be currently employed by PHC to be eligible to receive a reward.

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HOW DOES IT WORK?

- All new hires referred by a PHC employee must complete an Employee Referral Form (included in their employment package) and return it via email to Recruitment@providencehealth.bc.ca.
- Once the form is received by PHC Recruitment, the referee will be contacted to let them know their referral has been hired and to confirm their information.
- Referral forms received more than 30 days after the new hire's start date will not be eligible.
- For each successful referral, the referee will receive a \$50 gift card!
- Rewards are subject to change depending on availability.
- Unfortunately, we cannot be responsible for lost or stolen rewards once they have been distributed.

FAQ's

Q: What is considered a referee?

A: A referee is any current PHC employee who is not in a leadership or manager role, member of the Recruitment team or involved in any way in the interview process; referees cannot be the supervisor or preceptor of the referred candidate.

Q: What is the reward for referring someone who is successfully hired to PHC?

A: Eligible PHC employees who successfully refer people to the organization will receive a \$50 gift card of their choice from a selection of restaurants, retail stores, health spas, theatres and more!

Q: Is there a limit to the amount of times a referee can receive a gift card?

A: No. Referees will receive a \$50 gift card for every new hire they refer to PHC.

Q: Can individuals transferring from one PHC site to another be considered referred employees?

A: No. The employee must be new to PHC (i.e., not currently working at any other PHC site).

Q: Can a new employee have more than one referee?

A: No. The new employee can name only one referee on the Employee Referral Form.

Q: When is the referee eligible to receive their gift card?

A: The referee will receive their gift card once the referred candidate is successfully hired and PHC Recruitment receives and processes the new employee's Employee Referral Form.

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